

***Stormwater Coalition of Albany County***

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**

**Coalition Members**

(NYSDEC MS4 Permit SPDES ID)

Albany County (NYR20A359)  
University at Albany-SUNY (NYR20A234)  
City of Albany (NYR20A464)  
Town of Bethlehem (NYR20A208)  
City of Cohoes (NYR20A243)  
Town of Colonie (NYR20A190)  
Village of Green Island (NYR20A377)  
Town of Guilderland (NYR20A211)  
Village of Menands (NYR20A144)  
Town of New Scotland (NYR20A463)  
Village of Voorheesville (NYR20A210)  
City of Watervliet (NYR20A087)

*This Annual Evaluation pertains to the New York State SPDES General Permit for Stormwater Discharges from Municipal Separated Storm Sewer Systems (MS4s) Permit No GP-0-15-003.*

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## **A. History of Coalition SWMP Plan Document**

The current MS4 Permit (NYSDEC MS4 Permit No. GP-0-15-003) allows regulated entities to collaborate when creating and updating their Stormwater Management Program (SWMP) and Stormwater Management Program Plan (SWMP Plan). For details, see Appendix A MS4 Permit No. GP-0-15-003 Excerpts: Collaboration, SWMP Plan, and Annual Report Requirements.

To that end and dating back to when the Stormwater Coalition of Albany County was formed in 2009 (inter-municipal agreement) the public entities listed below have routinely prepared a Joint Stormwater Management Program document using 'CBI' MS4Web software. The document has historically been referred to as a *SWMP Plan*. It is a compilation of goals noting planned activities and whether or not the activity was completed.

However, according to the current MS4 Permit, the SWMP Plan in its entirety includes not only the annual tracking of progress meeting measurable goals, but also documents retained by each MS4/municipality verifying that the goals have been met. These include written procedures, outfall inspection data sheets, adopted local laws, procedures related to municipal operations, etc.

This past year as a consequence of software changes and maintenance costs, Coalition members decided to discontinue using 'CBI' MS4Web. Instead a spreadsheet tracking tool was created which merges the most functional content of the NYSDEC DRAFT MS4 Permit released in 2016 with high priority requirements of the current MS4 Permit. Together these requirements are assumed to be the Best Management Practices each MS4 should implement in order to reduce the discharge of pollutants from their small MS4 to the maximum extent practicable.

For the Stormwater Coalition, updating BMPs and program goals is a collaborative, annual effort. Typically strengths and weaknesses of individual programs are discussed, goals reviewed, often modified, and new goals created to help the MS4/municipality prioritize future activities. Coalition services are discussed as well and goals specific to the Coalition are evaluated, modified, and new goals created as needed. The role of the Coalition is to organize and facility these evaluations and prepare the final document for posting on the Coalition website.

The process itself is best described as an Annual Evaluation and for this reason, rather than refer to this document as a SWMP Plan, it is instead described as an Annual Evaluation, specifically that piece of the all-inclusive SWMP Plan which describes progress meeting measurable goals associated with particular Best Management Practices (BMPs).

## **B. Participating MS4s by Type and Coalition Participation**

Below is a list of Coalition members who participated in the April 2020 Annual Evaluation. They are grouped by type of MS4 and an Annual Evaluation has been prepared for each Coalition MS4/municipality. There is also an annual evaluation for the Stormwater Coalition. While not a regulated MS4, the Stormwater Coalition is directly involved with permit implementation and goals pertaining to the Coalition are detailed in their annual evaluation. \*Due to Covid-19 restrictions, where indicated the Annual Evaluation will be incorporated at a later date.

<b>Traditional Non Land Use Control MS4 (County)</b>	<b>Traditional Land Use Control MS4s (Town, Village, City)</b>	
1. Albany County (NYR20A359)	3. City of Albany (NYR20A464)	8. Town of Guilderland (NYR20A211)
<b>Non-Traditional MS4 (Public University)</b>	4. Town of Bethlehem (NYR20A208)	9. Village of Menands (NYR20A144)*
2. University at Albany-SUNY (NYR20A234)	5. City of Cohoes (NYR20A243)	10. Town of New Scotland (NYR20A463)
	6. Town of Colonie (NYR20A190)	11. Village of Voorheesville (NYR20A210)
	7. Village of Green Island (NYR20A377)	12. City of Watervliet (NYR20A087)
<b>Not an MS4 (no MS4 Permit No)</b>		
<b>Inter-municipal Agreement-Memorandum of Understanding for group of MS4s (Basic Services pertaining to MS4 Permit)</b>		
13. Stormwater Coalition of Albany County		

### C. Annual Evaluations (Individual MS4 and Coalition)



***Stormwater Coalition of Albany County***

**Albany County  
New York**

**MS4 Permit No. NYR20A359**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**

Albany County		MS4 Permit No: NYR20A359		DATA from AR2019 (3/2018 to 3/2019) and Other Sources										
MCM3		MCM 4						MCM5		MCM6				
# Map'd Of	205	# SWPPP Reviewed	63	Of active sites, # inspected once during reporting year	100% (1 active site)		# of Enforcement Actions - By Type		# of PCSMPs in Inventory	Total: 59		Total # Muni Owned Facilities	18	
% Map'd	100	# Constr Pmt Authorized	Total: 1	Of active sites, # inspected more than once during reporting year	100% (1 active site)		Verbal and/or email warning			Private: MS4 Owned:	# Muni Facility - To Assess - Tri Annual		5	
# ORIs	69		Private:	MS4 inspection procedures: frequency of CGP inspections?			Notice of Violation		# PCSMPs Inspected in Report'g Yr (By Whom?)	Total: 10		# of Muni Facilities - Assessed- Report'g Yr	2	
# IDDE Detected	5		MS4 owned:	actual frequency (met? not met?)			Stop Work Order	1		Private: MS4 Owned:	Catch Basins		Total #	
# IDDE Confirmed	4			issues?			Court Action (Fines, Penalties		Inspection issues?	none		Inspected	24	
# IDDE Eliminated	2	# Constr Pmt Active	Total: 1	# of construction site enforcement actions by MS4?	4		Withhold building permits, C of O		# PCSMPs Maintained in Report'g Yr (By Whom?)	Total: 10 (1 Infiltration Basin, 3 Open Channels, 1 Pond, 6 Other)		Cleaned, if necessary	24	
# IDDE Enforcmnt	?		Private:	by whom?			Contract Terminated			Private: MS4 Owned:	Sweeping		Lots: # acres	11
Enforcement Type	?		MS4 owned:				Other	1 Administrative Order; 2 Other	Maintenance issues?	none		Streets:# Miles	67	
Albany County		MS4 Permit No: NYR20A359		Name(s) of SWMP Preparer(s): Rob Gunther and Nancy Heinzen				Evaluation Date: April 9, 2020				Other:		
Coalition SWMP April, 2019 Annual Eval Document						Coalition SWMP April, 2020 Annual Evaluation								
The Coalition April 2019 SWMP document was created using the 'CBI' MS4Web SWMP module. BMPs and Measurable Goals from that document are described here. The Coalition stopped using the CBI MS4Web software in 2020. This spreadsheet tracking of MS4 Permit requirements (BMPs), Measurable Goals, and documentation of progress meeting Measurable Goals replaces the April 2019 Annual Evaluation SWMP document.						This spreadsheet tracking of MS4 Permit requirements (BMPs) and documentation of progress meeting Measurable Goals replaces the April, 2019 'CBI' MS4Web SWMP Module format.								
2019 SWMP Document	BMPs = 2016 DRAFT MS4 Permit Requirments				2019/2020 Measurable Goals = MS4Web 'Activities'		Progress Meeting Goals		BMPs = MS4 Permit Requirements (DRAFT 2016 or GP-0-15-003 end April, 2017)					
Key	Table of Contents from Draft MS4 Permit		Appendix A SWMP Recording Requirements	Appendix C Compliance Schedule	Individual MS4 - Priority Activites for 2019/2020		Status Past Goals		New Measurable Goals			Responsible Parties		
MS4Webs: BMP Detail   MCM [Text: No. ]	Part Title.	Permit Section No.	Required Record	Deliverable	Albany County		2019/2020 Activity-Measurable Goal Met?	Comments	BMP Category	Goal	Due Date	MS4	Coalition	
No. 1	Part I. Permit Coverage and Limitations	Part I.B.1.	Administrative Requirements: All documentation necessary to demonstrate Eligibility											
No. 2	Part II. Obtaining Permit Coverage	Part II.A	Administrative Requirements: Notice of Intent	Submit NOI to Continue Coverage (30 days)										
No. 3	Part IV. Stormwater Management Program Requirements	Part IV.A.2	Administrative Requirements: Compliance Schedule and related reports											

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No. 4	Part IV. Stormwater Management Program Requirements	Part IV. B.1	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)									
				SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)									
No. 5	Part IV. Stormwater Management Program Requirements	Part IV.B.2	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	1. Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan, implement grant work plan, support Albany County as Lead Applicant of NYSDEC WQIP program grant.	Goal Met		Administrative	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan,	3/9/2021	X	X	
							No Goal. Additional Activity: Updated IMA to allow for dedicated stormwater program staffing for 4 MS4s						
No. 6		Part. IV.B.3	Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	1. identify who should participate in County Inter-Departmental Meetings. Organize 1 meeting.	Goal Partially Met	Meeting participants identified	Administrative	Continue to support the organization of County Inter-Departmental Meetings pertaining to MS4 Permit implementation	3/9/2020	X		

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					2. Use the organizational chart to identify project specific training matched to the appropriate staff. Coordinate training as needed.	Goal Met	Good Housekeeping Training for County DPW; Administrative Training for County Planning Board; Clean Water Act Basics for County Legislature	Administrative	Use the organizational chart to identify project specific training matched to the appropriate staff. Coordinate training as needed.	3/9/2020	X	
No. 7	Part IV. Stormwater Management Program Requirements	Part IV.F	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)			County Res 475 Stormwater Policy includes enforcement procedures (current MS4 Permit). Various procedures are similar to Enforcement Response Plan requirements.					
				Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.A.	Administrative Requirements: Annual Evaluation					Administrative	Complete Annual Evaluation as part of SWMP Update	3/9/2021	X	X
No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.C.2	Administrative Requirements: Annual Reports					Administrative	Submit Annual Report by June 1, 2020	6/1/2021	X	X
No. 10		No Part No listed	Administrative Requirements: MS4 Correspondence with the Dept					Administrative	Retain relevant Dept correspondence in identifiable folder (electronic)	3/9/2021	X	
Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Part III.A.3	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards									

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MS4Webs: BMP Detail   MCM [Text: No. ]	Part Title.	Permit Section No.	Required Record	Deliverable	Albany County	2019/2020 Activity- Measurable Goal Met?	Comments	BMP Category	Goal	Due Date	MS4	Coalition
Mapping						Mapping						
No. 12	Part IV. Stormwater Management Program Requirements	*Goals (activities) evaluated here represent ongoing SWMP Plan implementation. They are grouped using the list of Required Records named in Appendix A of the DRAFT MS4 Permit GP-0-17-002.  Previous Year Goals (2018/2019): 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	Mapping: Map of the MS4 cor	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of convveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)			Completed storm system and program mapping (2018)	Mapping	Update storm system and program mapping for projects as they are completed (nursing home, Albany Shaker Road flyover, other); make GIS corrections to existing dataset; continue to support the integration of GIS stormwater program data (outfalls, municipal facilities, PCSMPs) with Svy123/AGOL tablet inspections.	3/9/2021	X	X
MCM 1 - Public Education and Outreach						MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach		MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year) .								
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach	Part VI.A.1.	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines	1. Albany County maintains DPW website with current information about the stormwater program and role of staff involved with program. This includes updating information regarding the stormwater hotline, which is answered 24 hours on a rotating basis by highway foreman. Link back to Coalition website maintained.	Goal Met		MCM 1 Public Education	Update County DPW webpage as needed with stormwater related information; include information about the stormwater program and role of stormwater program related staff. Check and maintain link back to Coalition website.	3/9/2021	X	
					2. Albany County Stormwater Program Technician (SWPT) incorporates a Stormwater tip every three months (quarterly) in the County Executives news letter.	Goal Met		MCM 1 Public Education	Albany County Stormwater Program Technician (SWPT) incorporates a Stormwater tip every three months (quarterly) in the County Executives news letter.	3/9/2021	X	
					3. The Albany County Stormwater Program Technician will display an educational display for various County office buildings (every two-four weeks) highlighting water quality issues caused by stormwater runoff and ways to address them, such as, the use of green infrastructure. Brochures will be available for distribution.	Goal Met	8 County office buildings displayed stormwater posters	MCM 1 Public Education	The Albany County Stormwater Program Technician will display an educational display for various County office buildings (every two-four weeks) highlighting water quality issues caused by stormwater runoff and ways to address them, such as, the use of green infrastructure. Brochures will be available for distribution.	3/9/2021	X	

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					4. Stencil at least 10 catch basins at or near County facilities (or on County Roads) that are in prominent, high risk locations. Message: Do Not Dump-Drains to Mohawk/Hudson. At least one in each of the following priority watersheds: Krumkill, Patroon, Shaker, Vly Creek, Vlomanskill.		Goal Met		MCM 1 Public Education	Stencil/curb marker at least 10 catch basins at or near County facilities (or on County Roads) that are in prominent, high risk locations. Message: Do Not Dump-Drains to Mohawk/Hudson. At least one in each of the following priority watersheds: Krumkill, Patroon, Shaker, Vly Creek, Vlomanskill.	3/9/2021	X	
					5. Visit all pet waste stations on County property and maintain as needed (minimally 3 stations).		Goal Met		MCM 1 Public Education	Visit all pet waste stations on County property and maintain as needed (minimally 3 stations).	3/9/2021	X	
MCM 2 - Public Participation							MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.1	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	1. The County will publicize whatever Coalition-wide WAVE Stream Monitoring events are organized for the 2019 monitoring season (County newsletter and/or website)		Goal Met	WAVE promoted on County website	MCM 2 Public Participation	The County will publicize whatever Coalition-wide WAVE Stream Monitoring events are organized for the 2020 monitoring season (County newsletter and/or website) NOTE: implementation of WAVE activity may depend on COVID19	3/9/2021	X	
				Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)									
				Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)									

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Coalition SWMP April, 2019 Annual Eval Document							Coalition SWMP April, 2020 Annual Evaluation						
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MS4Webs: BMP Detail   MCM [Text: No. ]	Part Title.	Permit Section No.	Required Record	Deliverable	Albany County	2019/2020 Activity- Measurable Goal Met?	Comments	BMP Category	Goal	Due Date	MS4	Coalition	
No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI. B.2	MCM 2 Public Participation: Public input comments received on SWMP and annual report		1. Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit. The Coalition role and Annual Report requirements may change depending on the release of the updated MS4 Permit and other considerations.	Goal Met		MCM 2 Public Participation	Post the DRAFT/FINAL Annual Report on the Coalition website for public comment and post the location of the SWMP; County website links to Coalition website.	3/9/2021	X	X	
MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)					MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)								
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI. C.1.a	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism				Adopted IDDE Local Law (current MS4 Permit)						
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI. C.1.b	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4				Equivalency of adopted IDDE Local Law certified by County attorney (current MS4 Permit)						
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI..C.2	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implementation of program (1 year)									
No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI. C.3	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)	1. The Stormwater Program Technician and Office of Natural Resources Senior Planner both receive inquiries and complaints from the public regarding stormwater issues. A 24 hour hot line is maintained by the County for urgent water quality issues and potential violations. Response will be made to 100% of complaints by SWPT and NRSP.	Goal Met	Complaints received (primarily drainage related); 100% follow up for all complaints.	MCM 3 IDDE	Continue to use existing mechanism (duty phone and calls to DPW) to receive and respond to complaints, complaint data is tracked	3/9/2021	X		
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI. C.4.a	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI. C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)									
				Part VI. C.4 Identify High Priority Outfalls (3 years)									

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No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI. C.4.b	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Complete ORI's for 33% of outfalls in Hungerkill; Normanskill; and Colonie (Shaker?) watersheds.	Goal Met	77 outfalls were inspected	MCM 3 IDDE	Complete ORIs for Yr3 of a 3 year cycle (33% of 205 Total). (Yr1- 3/2018 to 3/2019; Yr2-3/2019 to 3/2020; Yr3 - 3/2020 to 3/2021).	3/9/2021	X		
					2. Label 33% of outfall with Outfall ID's from mapping database.	Goal Met	Outfalls labeled using available tools	MCM 3 IDDE	Label 33% of outfall with Outfall ID's (SwIM/Coalition Outfall ID database), where possible	3/9/2021	X		
				Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)									
No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI. C.4.b.iv	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI. C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)				MCM3 IDDE	Research status of County outfall inspection procedures, update as needed	3/9/2021	X		
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI. C.5	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI. C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)				MCM3 IDDE	Research status of County illicit discharge track down procedures, update as needed	3/9/2021	X		
				Part VI. C.4. Train individual(s) assigned to track down illicit discharges (1 year)									
No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI. C.6	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI. C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)				MCM3 IDDE	Research status of County illicit discharge elimination procedures, update as needed	3/9/2021	X		



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MCM 4 - Construction Site Runoff Control							MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.a	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)				County Res 475 County Stormwater Policy completed (regulatory mechanism)					
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.b	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4										
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.4	MCM 4 Construction Site Runoff Control: Education materials on Construction program					No Goal. Other Activity: For one active site, the County Stormwater Program Technician shared Information with contractor,County staff, others regarding MS4 Permit oversight requirements. E/SC site management information shared with contractors and others.					
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.5	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)				Construction Site inventory routinely maintained					
No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.6	MCM 4 Construction Site Runoff Control: Construction Site priority areas										
No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.7 & VI.E.4	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)	1. Continue with GML 239 reviews of projects potentially needing Construction Activity Permit coverage.		Goal Met		MCM 4 Construction Site Runoff	Continue with GML 239 reviews of projects potentially needing Construction Activity Permit coverage.	3/9/2021	X	
				Part VI.D.7 Train SWPPP reviewers (1.5 years)				No Goal. Other Activity: County Res 475 includes SWPPP Review Procedures (current MS4 Permit)	MCM 4 Construction Site Runoff	Explain, review, and institutionalize the SWPPP Review process for County owned projects across all County Departments; write up content; and share with relevant others	3/9/2021	X	

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No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.8	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)						MCM 4 Construction Site Runoff	Explain, review, and institutionalize participation of the County Stormwater Program Technician in pre-construction meetings for County owned projects. Write up participation procedures; print out and share procedures with relevant others.	3/9/2021	X	
No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.9 & VI.D.10	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (indentify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)						MCM 4 Construction Site Runoff	Explain, review, and institutionalize how the County Stormwater Program Technician follows up on Construction General Permit site inspections conducted on behalf of the County by a <i>Qualified Insecto</i> on County owned properties. Clarify and explain role, write up procedures, print out, and share procedures with relevant others.	3/9/2021	X	
				Part VI.D.7 Train Construction site inspectors (1.5 years)										
				Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)						MCM 4 Construction Site Runoff	Review status of previously trained DPW staff, identify who from multiple County Departments need training, follow-up, secure training seats for relevant staff.	3/9/2021	X	
				Part VI.D.11 Update tracking system for inspections and complaints (6 months)										
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.10	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...							MCM 4 Construction Site Runoff	Document and retain records regarding public compaints pertaining to County owned construction sites.	3/9/2021	X	

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MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff							
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.a	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)			County Res 475 County Stormwater Policy completed (regulatory mechanism)						
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.b	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4										
No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.3	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)	1. Update inventory with required record-keeping as needed.	Goal Met		MCM 5 Post Construction Stormwater Runoff	Continue to update PSCMP inventory as projects are completed, map and include in GIS database	3/9/2021	X		
No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.5	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	1. SWPT inspects, with assistance from other DPW staff, 50% of practices within urbanized area; coordinate and implement maintenance activity as needed.	Goal Met		MCM 5 Post Construction Stormwater Runoff	SWPT inspects, with assistance from other DPW staff, 50% of practices within urbanized area; coordinate and implement maintenance activity as needed.	3/9/2021	X		
					2. Download and review NYSDEC Maintenance Guidance for Stormwater Management Practices "SMP's" (March, 2017). Incorporate, if appropriate these existing inspection forms into County SMP maintenance program.	Goal Met		MCM 5 Post Construction Stormwater Runoff	Coalition with support of Albany County reviews status of Survey123 PCSMP AGOL Inspection Forms, make operational	3/9/2021	X	X	
MCM 6 - Municipal Operations/Good Housekeeping						MCM 6 - Municipal Operations/Good Housekeeping							
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.1 & VI.F.4.c	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI..F.3 Develop facility specific SWPPPs for high priority facilities (3 years)									

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No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI. F.2.q	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)								
				Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)								
No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI. F.3.a.	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 yeasers)								
				Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)								
				Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								
No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI. F.3.b.i.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs fir roadway maintenance, winter maintenance and bridge maintenance) (2 years)	DPW crew will continue to sweep 50 road miles (both sides of road) and 10 acres of parking lots (urbanized area, such as Nursing Home, TU Center, Health Dept Parking Lot, County Hockey Facility).	Goal Met		MCM 6 Municipal Operations/Good Housekeeping	DPW crew will sweep 50 road miles (both sides of road) and 10 acres of parking lots (urbanized area, such as Nursing Home, TU Center, Health Dept Parking Lot, County Hockey Facility).	3/9/2021	X	

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No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.iv.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair									
No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.c	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referral to higher level inspection) (2 years)								
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.a	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)								
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.e	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									
No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.5	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)								
No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.6	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Review the inventory of County fixed facilities and conduct a self audit as needed.	Goal Met	Time Union Center; Correctional Facility	MCM 6 Municipal Operations/Good Housekeeping	Review the inventory of County fixed facilities and conduct self audits as needed (~3 self audits)	3/9/2021	X	

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									MCM 6 Municipal Operations/Good Housekeeping	Review self audit results and follow up as needed	3/9/2021	X		
					2. Develop and finalize a power point presentation(s) pertaining to BMPs specific to different County facilities and their staff. Work with County IT to record the power point presentation for viewing by County employees. Track, if ready # of presentations using County IT technology; who participated, from which Departments., regarding which BMP topics.		Goal Partially Met	Power point presentation filmed, but not released. Coordination issues and other priorities.	MCM 6 Municipal Operations/Good Housekeeping	Coalition with support from Albany County researches mechanism and online training opportuniies (CWP webcasts, filmed powerpoint events)	3/9/2021	X	X	
				Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occuring, identify applicable BMPs for activities conducted, assessment) (1 years)										
Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)							Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)							
			Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6- Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)					Phosphorus Impaired Waters (without approved TMDL)	For Construction Activity Permit projects discharging to Ann Lee Shakers Pond, County GML SWPPP Reviews and SWPPP Reviews for County owned properties will note that NYSDEC Stormwater Management Design Manual -Chaper 10 Enhanced Phosphorus Removal design standards need to be incorporated into the SWPPP design	3/9/2021	X		
				Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)										
				Part VIII..A.1 MCM 1: Provide additional timely educational messages to specified audiences; add supplemental education for commercial users (2 years)										

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				Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritized municipal facilities (2 years)								
				Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								
				Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Priority and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicatble) (3 years)								
				Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								
				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								

***Stormwater Coalition of Albany County***

**University at Albany  
State University of New York (SUNY)  
(Uptown Campus)**

**MS4 Permit No. NYR20A234**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**



U ALBANY - SUNY		MS4 Permit No: NYR20A234											DATA from AR2019 (3/2018 to 3/2019) and Other Sources										
MCM3			MCM 4						MCM5						MCM6								
# Map'd OF	11		# SWPPP Reviewed	0	Of active sites, # inspected once during reporting year	100% (2 active sites)	# of Enforcement Actions - By Type			# of PCSMPs in Inventory	Total: 33 (15 Alternate Practices; 7 Infiltration Basins; 7 Ponds; 4 Other)			Total # Muni Owned Facilities		Non Trad							
% Map'd	100		# Constr Pmt Authorized	Total: 2	Of active sites, # inspected more than once during reporting year	100% (2 active sites)	Verbal and/or email warning				Private				# Muni Facility - To Assess - Tri Annual		3 Grounds, Vehicle, Power Plant						
# ORIs	0			Private:	MS4 inspection procedures: frequency of CGP inspections?		Notice of Violation				MS4 Owned: 33				# of Muni Facilities - Assessed- Report'g Yr								
# IDDE Eliminated	0			MS4 owned: 2 (Non Trad MS4)	actual frequency (met? not met?)		Stop Work Order			# PCSMPs Inspected in Report'g Yr (By Whom?)	Private				Catch Basins	Total \$	383						
# IDDE Enforcmnt					issues?		Court Action (Fines, Penalties				MS4 Owned					Inspected	0						
Enforcmnt Type			# Constr Pmt Active	Total: 2	# of construction site enforcement actions by MS4?	0	Withhold building permits, C of O			# PCSMPs Maintained in Report'g Yr (By Whom?)	Private					Cleaned, if necessary	0						
				Private:	by whom?		Contract Terminated				MS4 Owned				Sweeping	Lots: # acres	68						
				MS4 owned:			Other			Issues?						Streets:# Miles	195						
U ALBANY - SUNY			MS4 Permit No: NYR20A234			Name(s) of SWMP Preparer(s): Frank Fazio & Nancy Heinzen				Evaluation Date: April 6, 2020					Other:								
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No. 1	Part I. Permit Coverage and Limitations	Part I.B.1.	Administrative Requirements: All documentation necessary to demonstrate Eligibility																				
No. 2	Part II. Obtaining Permit Coverage	Part II.A	Administrative Requirements: Notice of Intent		Submit NOI to Continue Coverage (30 days)																		
No. 3	Part IV. Stormwater Management Program Requirements	Part IV.A.2	Administrative Requirements: Compliance Schedule and related reports																				

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No. 4	Part IV. Stormwater Management Program Requirements	Part IV. B.1	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)								
				SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)								
No. 5	Part IV. Stormwater Management Program Requirements	Part IV.B.2	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	1.Confirm that Construction Activity Permit consultants working for the University have signed the Self Certification Form.	Partially Met	Design engineers (SWPPP preparer and inspectors) on active site signed Self Certification Form previously ( confirmation pending)	Administrative	Confirm that Construction Activity Permit consultants working for the University have signed the Self Certification Form.	3/9/2021	X	
					2. Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan, implement grant work plan, support Albany County as Lead Applicant of NYSDEC WQIP program grant.	Goal Met		Administrative	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan	3/9/2021	X	X
						No Goal, additional activity: Signed amended Coalition agreement, December 2019.						

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No. 6		Part. IV.B.3	Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)				Administrative	Update organizational chart as needed.	3/9/2021	X	
No. 7	Part IV. Stormwater Management Program Requirements	Part IV.F	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)								
				Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.A.	Administrative Requirements: Annual Evaluation					Administrative	Conduct Annual Evaluation (~April, 2020)	3/9/2021	X	X
No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.C.2	Administrative Requirements: Annual Reports					Administrative	Complete Annual Report (U Albany pages) by June 1, 2020	3/9/2021	X	X
No. 10		No Part No listed	Administrative Requirements: MS4 Correspondence with the Dept					Administrative	Continue to retain records of Dept correspondence relevant to SW program implementation	3/9/2021	X	

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Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Part III.A.3	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards									
Mapping						Mapping						
No. 12	Part IV. Stormwater Management Program Requirements	Part IV.C.	Mapping: Map of the MS4 conveyance system	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of conveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)				Mapping	Continue to monitor completion of active construction sites, mapping as needed by UAlbany. Provide data to Coalition for SWIM and AGOL tablet based inspections of ORI, PCSMPs, Muni Facilties	3/9/2021	X	X

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MCM 1 - Public Education and Outreach						MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach		MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year) .								
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach	Part VI.A.1.	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines	1.Continue effort to adopt standards and install requirements for stormwater signage for treatment practices	Goal Partially Met	Interpretative signs for green infrastructure at Campus Center discussed with relevant parties, but not finalized.	MCM 1 Public Education	Install green infrastructure interpretative sign at four locations	3/9/2021	X	
					2. Monitor website and update as required	Goal Met	Update: posted public documents (annual report)	MCM 1 Public Education	Monitor website and update as required	3/9/2021	X	
					3. Monitor installation of catch basin "No Dumping" label for repairs and construction siges, take photos to document	Goal Met	"No Dumping" labels observed on catch basin grates as detailed in UAlbany construction standards	MCM 1 Public Education	Monitor installation of catch basin "No Dumping" labels on grates.	3/9/2021	X	
					4. Provide stormwater information for students and others when requested and document activity	Goal Met	Provided stormwater tour to middle school students as requested	MCM 1 Public Education	Provide stormwater information for students and others when requested and document activity. Possible audience and venues: campus tours for general public/ others, classroom presentations as requested by professors, orientation for new students.	3/9/2021	X	
					5. Present stormwater information to students in classroom setting if asked by professors	Goal Met	No requests					

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MCM 2 - Public Participation						MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.1	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	1. Participate in annual campus clean up (promote event for water quality, monitor participation) --- usually end of April	Goal Met		MCM 2 Public Participation	Previously participated in annual campus clean up (promote event for water quality, monitor participation) --- usually end of April. Due to COVID19, campus closed, no clean ups	3/9/2021	X	
				Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)	2. Promote participation of volunteer WAVE stream monitoring organized by Coalition where possible on campus	Goal Met	WAVE occurs when there are no students, difficult to promote for that audience.					
				Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)								

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No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.2	MCM 2 Public Participation: Public input comments received on SWMP and annual report		1. Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit. The Coalition role and Annual Report requirements may change depending on the release of the updated MS4 Permit and other considerations.	Goal Met		MCM 2 Public Participation	Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit (Coalition and UAlbany Websites)	3/9/2021	X	X
MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.a	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism				U Albany regulatory mechanism posted on website (current permit requirements)	MCM 3 IDDE				
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.b	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4				NA	MCM 3 IDDE				
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI..C.2	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implementation of program (1 year)								

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No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.3	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)			U Albany has hotline # listed on website (current permit requirement)	MCM 3 IDDE				
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.a	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)								
				Part VI.C.4 Identify High Priority Outfalls (3 years)								
No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Test out use of ESRI ArcGIS Online Collector/Survey123 ORI Form, using tablet. Decide value continue to support if valued, either in house or by Coalition.	Goal Met		MCM 3 IDDE	Receive tablet use training for UAlbany ORIs (ArcGIS Online ORI Forms). Determine if WIFI campus access is adequate. If not, decide if Verzion Wireless transfer from Coalition to UAlbany is necessary.	3/9/2021	X	X
								MCM 3 IDDE	Complete 11 ORI screenings (all 11 outfalls)	3/9/2021	X	
				Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)								
No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b.iv	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)			System for tracking outfall inspections: completed and posted on UAlbany website (current permit)	MCM 3 IDDE				



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No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.5	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)			Track down procedures: Completed and posted on UAlbany website (current permit)	MCM 3 IDDE				
				Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)								
No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.6	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)			Elimination procedures: Completed and posted on UAlbany website (current permit)					
MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.a	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)			U Albany regulatory mechanism for (Construction Site oversight) posted on website (current permit requirements)	MCM 4 Contruction Site Runoff Control				
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.b	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4				NA					

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No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.4	MCM 4 Construction Site Runoff Control: Education materials on Construction program				All aspects of Construction Permit oversight (procedures) is posted on UAlbany website.	MCM 4 Contruction Site Runoff Control				
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.5	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)			Construction site inventory routinely maintained (current MS4 Permit requirements)	MCM 4 Contruction Site Runoff Control				
No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.6	MCM 4 Construction Site Runoff Control: Construction Site priority areas									
No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.7 & VI.E.4	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)	1. Will review SWPPP review process and retention of completed SWPPP Review Forms.	Goal Met	No change in SWPPP review process	MCM 4 Contruction Site Runoff Control				
				Part VI.D.7 Train SWPPP reviewers (1.5 years)								
No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.8	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)			Pre-construction procedures/inspection posted on UAlbany website. SW program Coordinator participates in all Pre-Con Meetings and Job Meeting if relevant (stormwater concerns)	MCM 4 Contruction Site Runoff Control				

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No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.9 & VI.D.10	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (indentify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)			Construction inspection procedures: All aspects of Construction Permit oversight is posted on UAlbany website.	MCM 4 Contruction Site Runoff Control				
				Part VI.D.7 Train Construction site inspectors (1.5 years)								
				Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)			No Goal. Activities: 6 UAlbany staff received 4 hr SWCD E/SC training (5 staff July 11, 2019. 1 staff April 3, 2019	MCM 4 Contruction Site Runoff Control	Continue to monitor 4 hr E/SC training needs of UAlbany staff and on site contractors	3/9/2021	X	
				Part VI.D.11 Update tracking system for inspections and complaints (6 months)								
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.10	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...				No Goal. Public complaint reports are routinely sent to Stormwater Program Coordinator when relevant.	MCM 4 Contruction Site Runoff Control	Include link to University Public Complaint portal on U Albany Stormwater Page.	3/9/2021	X	

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MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff						
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.a	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)			U Albany regulatory mechanism (Contruccion Site oversight) posted on website (current permit requirements)	MCM 5 Post Construction Runoff Practices				
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.b	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4				NA					
No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.3	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)			Post Construction SMP inventory is routinely updated and entered into U Albany GIS. Content based on current MS4 Permit requirements,	MCM 5 Post Construction Runoff Practices				
No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.5	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	1. Inspect stormwater practices (~31); inform maintenance needs and follow up.	Goal Met		MCM 5 Post Construction Runoff Practices	Inspect stormwater practices (~33); inform others of maintenance needs and follow up. Maintenance prioritized.	3/9/2021	X	
MCM 6 - Municipal Operations/Good Housekeeping						MCM 6 - Municipal Operations/Good Housekeeping						
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.1 & VI.F.4.c	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI..F.3 Develop facility specific SWPPPs for high priority facilities (3 years)								

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No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.2.q	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)								
				Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)								
No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.a.	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 yeasers)								
				Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)				MCM 6 Muni Op/Good Housekeeping	Monitor catch basin inspection and clean out for compliance with recommended schedule (~2014). Address training needs with all relevant staff.	3/9/2021	X	
				Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								
No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.i.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs for roadway maintenance, winter maintenance and bridge maintenance) (2 years)								

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No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.iv.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair									
No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.c	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referral to higher level inspection) (2 years)								
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.a	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)								
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.e	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									

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No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.5	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)									
No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.6	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Will complete municipal facility self audit on 3 facilities.	Goal Unmet	To be done 2020/2021	MCM 6 Muni Op/Good Housekeeping	Will complete municipal facility self audit on 3 facilities (Power Plant, Vehicle Operations Center Grounds Building) and examine other campus facilities.	3/9/2021	X		
				Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occurring, identify applicable BMPs for activities conducted, assessment) (1 years)									
Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)							
			Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6- Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)									
				Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)									

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				Part VIII..A.1 MCM 1: Provide additional timely educational messages to spspecified audiienes; add supplemental education for commercial users (2 years)								
				Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritizezd municipal facilities (2 years)								
				Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								
				Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Priorty and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicatble) (3 years)								
				Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								
				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								



***Stormwater Coalition of Albany County***

**City of Albany  
New York**

**MS4 Permit No. NYR20A464**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**

Albany_City		MS4 Permit No: NYR20A464		DATA from AR2019 (3/2018 to 3/2019) and Other Sources										
MCM3								MCM5		MCM6				
# Map'd OF	256	24	Of active sites, # inspected once during reporting year	100% (11 active sites)		# of Enforcement Actions - By Type		# of PCSMPs in Inventory	Total: 215 (12 Filter Sys, 7 Infiltration Basins, 15 Ponds, 181 Other)		Total # Muni Owned Facilities		Available	
% Map'd	100	Total: 15	Of active sites, # inspected more than once during reporting year	100% (11 active sites)		Verbal and/or email warning			Private:	MS4 Owned:	# Muni Facility - To Assess - Tri Annual	Available		
# ORIs	22	Private:	MS4 inspection procedures: frequency of CGP inspections?			Notice of Violation	5	# PCSMPs Inspected in Report'g Yr (By Whom?)	Total: 116 (7 Filter Systems, 4 InfiltrationBains, 8 Ponds, 97 Other)		# of Muni Facilities - Assessed- Report'g Yr			
# IDDE Detected	11	MS4 owned:	actual frequency (met? not met?)			Stop Work Order	5		Private:	MS4 Owned:	Catch Basins	Total #	Available	
# IDDE Confirmed	11		issues?			Court Action (Fines, Penalties	1	Inspection issues?				Inspected	3046	
# IDDE Eliminated	11	Total: 11	# of construction site enforcement actions by MS4?	11		Withhold building permits, C of O		# PCSMPs Maintained in Report'g Yr (By Whom?)	Total: 94 (2 Infiltration Basins, 4 Ponds, 88 Other)			Cleaned, if necessary	3046	
# IDDE Enforcmnt		Private:	by whom?			Contract Terminated			Private:	MS4 Owned:	Sweeping	Lots: # acres	4	
Enforcement Type		MS4 owned:				Other		Maintenance issues?				Streets:# Miles	16000	
Albany_City		MS4 Permit No: NYR20A464		Name(s) of SWMP Preparer(s): Peter Beck and Nancy Heinzen			Evaluation Date: April 9, 2020					Other:		
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No. 1	Part I. Permit Coverage and Limitations	Administrative Requirements: All documentation necessary to demonstrate Elibility												
No. 2	Part II. Obtaining Permit Coverage	Administrative Requirements: Notice of Intent	Submit NOI to Continue Coverage (30 days)											
No. 3	Part IV. Stormwater Management Program Requirements	Administrative Requirements: Compliance Schedule and related reports												

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No. 4	Part IV. Stormwater Management Program Requirements	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)									
			SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)									
No. 5	Part IV. Stormwater Management Program Requirements	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	1. Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan, implement grant work plan, support Albany County as Lead Applicant of NYSDEC WQIP program grant.		Goal Met		Administrative	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan.			
							No Goal. Other Activity: Coalition amended IMA to allow for dedicated staffing for 4 MS4s (2019)	Administrative				

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No. 6		Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)			No Goal. Other Activity: Updated organizational chart (2019)	Administrative	Update organizational chart, as needed	3/9/2021	X	
No. 7	Part IV. Stormwater Management Program Requirements	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)	1. Review status of existing MCM4 and MCM5 procedures, update as needed.	Goal Met	MCM 4 and MCM5 procedures included an Enforcement Response Plan (escalation detailed)	Administrative	Update enforcement related procedures as needed	3/9/2021	X	
			Develop Enforcement Response Plan (3 years)	2. Review MCM2 procedures for content, review status, update as needed.							
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Administrative Requirements: Annual Evaluation					Administrative	Complete Annual Evaluation and update SWMP document	3/9/2021	X	X
No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Administrative Requirements: Annual Reports					Administrative	Submit Annual Report by June 1, 2021	6/1/2021	X	X
No. 10		Administrative Requirements: MS4 Correspondence with the Dept				All Dept correspondence routinely saved in electronic file	Administrative	Retain all Dept correspondence	3/9/2021	X	

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Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards										
Mapping						Mapping						
No. 12	Part IV. Stormwater Management Program Requirements	Mapping: Map of the MS4 co	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of conveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)	1. Map new outfalls as needed		Goal Met		Mapping	Continue to map entire separated storm system along with all program elements (PCSMPs, outfalls), includes data sharing with Coalition.	3/9/2021	X	X
				2. Map new PCSMPs as needed		Goal Met						

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MCM 1 - Public Education and Outreach					MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year) .								
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines	1. Table at City events (City Hall on the Road, other)	Goal Met		MCM 1 Public Education	Table at City events (City Hall on the Road, other) provided no social distancing restrictions (COVID19)	3/9/2021	X	
				2. Implement utility bill mailings (24,500 households).	Goal Unmet	Utility bill mailings: too expensive and time consuming to prepare. Dropped					
				3. Stencil ~50 catch basins, areas to be determined (all MS4)	Goal Met		MCM 1 Public Education	Stencil ~50 catch basins, areas to be determined	3/9/2021	X	
				4. Insert water quality message into Household Hazardous Waste Collection Day promotional flyer.	Goal Met		MCM 1 Public Education	Insert water quality message into Household Hazardous Waste Collection Day promotional flyer (if possible, COVID19)	3/9/2021	X	
					Goal Met		MCM 1 Public Education	Monitor condition and presence of pet waste stations (ACSWCD pet waste program 10 stations)	3/9/2021	X	

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							No Goal. Other Activity: Posted Stormwater messages on Facebook	MCM 1 Public Education	Post Stormwater messages on Facebook	3/9/2021	X	
							No Goal. Other Activity: Two brochure racks at Water Dept (10 N. Enterprise), literature distributed	MCM 1 Public Education	Distribute literature at two Water Dept brochure racks	3/9/2021	X	
							No Goal. Other Activity: Participated in Future Cities student design projects (shared stormwater expertise)	MCM 1 Public Education	Participate in Future Cities program	3/9/2021	X	
							No Goal. Other Activity: Group presentation (Macro Mayhem) at Normanskill Farm Conservation Field Day (elementary students from City of Albany)	MCM 1 Public Education	Participate in Normanskill Farm Conservation Field Day when offered	3/9/2021	X	

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MCM 2 - Public Participation						MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	1. Participate in Coalition organized WAVE volunteer stream monitoring events (promotion, recruit volunteers)		Goal Met	Water Dept coordinated participation of Holy Names Academy for Krumkill WAVE event	MCM 2 Public Participation	Participate in Coalition organized WAVE volunteer stream monitoring events (promotion, recruit volunteers), depending on COVID 19 restrictions	3/9/2021	X	X
			Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)				No Goal. Other Activity: Buckingham Pond Conservancy installed storm markers at catch basins					
			Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)									



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No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	MCM 2 Public Participation: Public input comments received on SWMP and annual report		1. Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit. The Coalition role and Annual Report requirements may change depending on the release of the updated MS4 Permit and other considerations.		Goal Met		MCM 2 Public Participation	Continue to post the DRAFT/FINAL Annual Report on a City and Coalition website for public comment and post the location of the SWMP.	6/1/2021	X	X
MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism					Adopted IDDE Local Law (current MS4 Permit)	MCM 3 IDDE				
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4					Equivalency of adopted IDDE Local Law certified by municipal attorney (current MS4 Permit)	MCM 3 IDDE				
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implmentation of program (1 year)									

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No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)			Hotline ongoing: two venues (City dispatch and dedicated stormwater email address)	MCM 3 IDDE				
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)								
			Part VI.C.4 Identify High Priority Outfalls (3 years)								
No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Complete ORI's as indicated by completed and corrected outfall maps (20% of oufalls).	Goal Met		MCM 3 IDDE	Complete ORI's as indicated by completed and corrected outfall maps (20% of oufalls).	3/9/2021	X	
			Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)	2. Conduct stream assessment of Krumkill and Normanskill to identify sources of pollution (outfalls and otherwise).	Goal Met	Stream assessment: Identified additional outfalls along Krumkill and Normanskill following City boundary, noted future mapping needs and pollution hotspot.	MCM 3 IDDE	Complete system mapping associated with identified outfalls, conduct ORIs, and track down as needed	3/9/2021	X	

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No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)			Outfall inspection procedures completed (current MS4 permit)		Outfall inspection procedures updated, as needed	3/9/2021	X	
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)			Track down procedures completed (current MS4 permit)	MCM 3 IDDE	Track down procedures updated, as needed	3/9/2021	X	
			Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)								
No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)			Elimination procedures completed (current MS4 permit)	MCM 3 IDDE	Elimination procedures updated, as needed	3/9/2021		

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MCM 4 - Construction Site Runoff Control					MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Adopted Stormwater Management Local Law (current MS4 Permit)	MCM 4 Construction Site Runoff Control				
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4				Equivalency of adopted Stormwater Management Local Law certified by municipal attorney (current MS4 Permit)	MCM 4 Construction Site Runoff Control				
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Education materials on Construction program									
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elemnts not explicitly required by GP-0-15-003) (3 years)								
No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Construction Site priority areas									

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No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)	1. Review status of existing MCM4/MCM5 SWPPP Review procedures, update as needed.	Goal Met		MCM 4 Construction Site Runoff Control	SWPPP Review procedures, updated as needed.	3/9/2021	X	
			Part VI.D.7 Train SWPPP reviewers (1.5 years)								
No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)								
No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (indentify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	1. For new projects, monitor PCSMP signage requirement for ongoing compliance.	Goal Met		MCM 4 Construction Site Runoff Control	Monitor PCSMP signage requirement for ongoing compliance, include as comment on plans.	3/9/2021	X	
			Part VI.D.7 Train Construction site inspectors (1.5 years)	2. Review existing inspection procedures, update as needed.	Goal Met		MCM 4 Construction Site Runoff Control	Review existing constructioin site inspection procedures, update as needed.	3/9/2021	X	
			Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)				MCM 4 Construction Site Runoff Control	Distribute 4 Hr E/SC training notice to contractors	3/9/2021	X	

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			Part VI.D.11 Update tracking system for inspections and complaints (6 months)					MCM 4 Construction Site Runoff Control	Monitor 4 hr E/SC training status and training needs of new employees, have individual attend training, as needed	3/9/2021	X	
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...					All public complaints related to construction sites are documented and records retained	MCM 4 Construction Site Runoff Control	Document and retain all public complaints related to constructon sites	3/9/2021	X	
MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff						
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)				Adopted Stormwater Management Local Law (current MS4 Permit)	MCM 5 Post Construction Stormwter Runoff				
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4					Equivalency of adopted Stormwater Management Local Law certified by municipal attorney (current MS4 Permit)	MCM 5 Post Construction Stormwter Runoff				

Albany_City		MS4 Permit No: NYR20A464		Name(s) of SWMP Preparer(s): Peter Beck and Nancy Heinzen		Evaluation Date: April 9, 2020				Other:	
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No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)			Post Construction SMP inventory - up to date	MCM 5 Post Construction Stormwter Runoff	Post Construction SMP inventory updated as needed and incorporated into GIS	3/9/2021		
No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	1. Maintain post construction sw practices which are City owned.	Goal Met		MCM 5 Post Construction Stormwter Runoff	Maintain post construction sw practices which are City owned.	3/9/2021		
				2. Implement maintenance related procedures (explain O & M requirements to owners; monitor inspections; conduct inspections as needed; enforcement; monitoring filing of O & M documentation with deeds; record keeping).	Goal Met		MCM 5 Post Construction Stormwter Runoff	Implement maintenance related procedures (explain O & M requirements to owners; monitor inspections; conduct inspections as needed; enforcement; monitoring filing of O & M documentation with deeds; record keeping).	3/9/2021		

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				3. Write inspection procedures for City owned stormwater management practices	Goal Met		MCM 5 Post Construction Stormwter Runoff	Update inspection procedures for City owned stormwater management practices, as needed	3/9/2021		
				4. For green infrastructure maintenance crew, identify training needs and explain inspection and maintenance procedures	Goal Met		MCM 5 Post Construction Stormwter Runoff	For green infrastructure maintenance crew, identify training needs and explain inspection and maintenance procedures	3/9/2021		
MCM 6 - Municipal Operations/Good Housekeeping					MCM 6 - Municipal Operations/Good Housekeeping						
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI..F.3 Develop facility specific SWPPPs for high priority facilities (3 years)								
No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)								
			Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)								



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No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 yeasers)									
			Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)									
			Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)									
No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs fir roadway maintenance, winter maintenance and bridge maintenance) (2 years)									
No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair										

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No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referral to higher level inspection) (2 years)								
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)								
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									
No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)								

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No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Distribute and explain BMP Summary Sheets to various municipal facility administrators; monitor performance; follow up as needed	Goal Met	Parks and Rec, DGS, Fire Dept, Golf Course received BMP Summary Sheets, included private meeting with SW Prog Coor	MCM 6 Municipal Operations/Good Housekeeping	Distribute and explain BMP Summary Sheets to various municipal facility administrators; monitor performance; follow up as needed	3/9/2021		
				2. Complete facility audits according to tri-annual assessment schedule	Goal Met		MCM 6 Municipal Operations/Good Housekeeping	Complete facility audits according to tri-annual assessment schedul	3/9/2021		
				3. Obtain from all appropriate City staff catch basin cleaning and repair data; sweeping data; salt usage; fertilizer/herbicide use data; hazardous household material collected data for Annual Report	Goal Met		MCM 6 Municipal Operations/Good Housekeeping	Obtain from all appropriate City staff catch basin cleaning and repair data; sweeping data; salt usage; fertilizer/herbicide use data; hazardous household material collected data for Annual Report	3/9/2021		
				4. Communicate to all appropriate staff procedures for reporting stormwater issues to the SW Prog Coor (phone or email).	Goal Met		MCM 6 Municipal Operations/Good Housekeeping	Communicate to all appropriate staff procedures for reporting stormwater issues to the SW Prog Coor (phone or email).	3/9/2021		
				5. Continue to train City staff from multiple Depts using DVDs from Coalition (IDDE-Grate Concern; Spill and Skills; or others).	Goal Met		MCM 6 Municipal Operations/Good Housekeeping	Continue to train City staff from multiple Depts using DVDs (IDDE-Grate Concern; Spill and Skills; or others).	3/9/2021		

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			Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occurring, identify applicable BMPs for activities conducted, assessment) (1 years)									
Enhanced Requirements for impaired Waters without an Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						Enhanced Requirements for impaired Waters without an Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						
		Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6- Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)				NA					
			Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)									
			Part VIII..A.1 MCM 1: Provide additional timely educational messages to spsecified audiienes; add supplemental education for commercial users (2 years)									
			Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritizezd municipal facilities (2 years)									

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			Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								
			Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Prioirty and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicatble) (3 years)								
			Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								
			Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								

***Stormwater Coalition of Albany County***

**Town of Bethlehem  
New York**

**MS4 Permit No. NYR20A464**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**

Bethlehem_T		MS4 Permit No: NYR20A208		DATA from AR2019 (3/2018 to 3/2019) and Other Sources													
MCM3		MCM 4						MCM5				MCM6					
# Map'd OF	563	# SWPPP Reviewed	14	Of active sites, # inspected once during reporting year		100% (30 active sites)		# of Enforcement Actions - By Type		# of PCSMPs in Inventory	Total: 130 (13 Alternative, 41 Filter, 10 Infiltration Basins, 11 Open Channels, 32 Ponds, 1 Wetland, 18 Other)		Total # Muni Owned Facilities				
% Map'd	97	# Constr Pmt Authorized	Total: 7	Of active sites, # inspected more than once during reporting year		100% (30 active sites)		Verbal and/or email warning			Private: MS4 Owned:		# Muni Facility - To Assess - Tri Annual				
# ORIs	126		Private:	MS4 inspection procedures: frequency of CGP inspections?				Notice of Violation 37		# PCSMPs Inspected in Report'g Yr (By Whom?)	Total: 62 (13 Alternative, 12 Filter, 1 Infiltration Basin, 7 Open Channels, 20 Ponds, 9 Other)		# of Muni Facilities - Assessed- Report'g Yr				
# IDDE Detected	8		MS4 owned:	actual frequency (met? not met?)				Stop Work Order			Private: MS4 Owned:		Catch Basins		Total #		
# IDDE Confirmed	7			issues?				Court Action (Fines, Penalties		7 Administrative Fines	Inspection issues?				Inspected	18	
# IDDE Eliminated	7	# Constr Pmt Active	Total: 30	# of construction site enforcement actions by MS4?		48		Withhold building permits, C of O		# PCSMPs Maintained in Report'g Yr (By Whom?)	Total: 8 (1 Filter System, 3 Open Channels, 1 pond, 3 Other)		Cleaned, if necessary		18		
# IDDE Enforcmnt Type			Private:	by whom?				Contract Terminated			Private: MS4 Owned:		Sweeping		Lots: # acres	6	
			MS4 owned:					Other		4	Maintenance issues?				Streets:# Miles	110	
Bethlehem_T		MS4 Permit No: NYR20A208		Name(s) of SWMP Preparer(s): Joe Cleveland and Nancy Heinzen				Evaluation Date: April 8, 2020						Other:			
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No. 1	Part I. Permit Coverage and Limitations	Part I.B.1.	Administrative Requirements: All documentation necessary to demonstrate Eligibility														
No. 2	Part II. Obtaining Permit Coverage	Part II.A	Administrative Requirements: Notice of Intent		Submit NOI to Continue Coverage (30 days)												
No. 3	Part IV. Stormwater Management Program Requirements	Part IV.A.2	Administrative Requirements: Compliance Schedule and related reports														
No. 4	Part IV. Stormwater Management Program Requirements	Part IV. B.1	Administrative Requirements: SWMP Coordinator		Designate a SWMP Coordinator (30 days)												
					SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)												
No. 5	Part IV. Stormwater Management Program Requirements	Part IV.B.2	Administrative Requirements: Inter-municipal agreements and other legal authorities		Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)		1. Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan, implement grant work plan, support Albany County as Lead Applicant of NYSDEC WQIP program grant.		Goal Met	Paid dues; supported grant, maintained representation (Working Group aad Board)		Administrative	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan Not AR measurable goal		3/9/2021	X	X

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							No Goal. Other Activity: Shared services agreement with Town of New Scotland includes highway equipment used to implement stormwater requirements					
							No Goal. Other Activity: Amended Coalition IMA to include dedicated stormwater staffing for 4 MS4s (2020)					
No. 6		Part. IV.B.3	Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	1. Complete organizational chart	Goal Met	Completed 9/2019, updated 2/4/2020	Administrative	Update org. chart as needed Not AR measurable goal	3/9/2021	X	
No. 7	Part IV. Stormwater Management Program Requirements	Part IV.F	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)	1. Continue to develop a comprehensive Enforcement Response Plan as described in DRAFT MS4 Permit, revised as needed depending on final MS4 Permit. Meet with relevant Town staff to explain and develop plan.	Goal Met	Completed 9/2019, includes preliminary Enforcement Response Plan, met with Stormwater Management Officer (SMO) to create procedures and policies	Administrative				
				Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.A.	Administrative Requirements: Annual Evaluation					Administrative	Complete Annual Evaluation as part of SWMP Update (April, 2020) Not AR measurable goal	3/9/2021	X	X
No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.C.2	Administrative Requirements: Annual Reports					Administrative	Submit Annual Report by June 1, 2020 Not AR Measurable goal	6/1/2020	X	X
No. 10		No Part No listed	Administrative Requirements: MS4 Correspondence with the Dept									
Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Part III.A.3	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards									



Bethlehem_T			MS4 Permit No: NYR20A208		Name(s) of SWMP Preparer(s): Joe Cleveland and Nancy Heinzen		Evaluation Date: April 8, 2020			Other:			
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Mapping							Mapping						
No. 12	Part IV. Stormwater Management Program Requirements	Part IV.C.	Mapping: Map of the MS4 conveyance system	Update map to show location of the entire small MS4 system (i.e. catch basins type of conveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)	1. Continue ongoing storm system mapping throughout the Town. Prioritized area of interest: 'Old Delmar'. Prioritized mapping task: locating storm system infrastructure and mapping it's connectivity to stormwater outfalls	Goal Met	Conducted recon mapping and ORIs in Old Delmar and elsewhere in Town, collected mapping data to import to Stormwater GIS datasets, made updates to Storm System Mapping GIS data	Mapping	MCM3 1. Continue ongoing Storm System Mapping (SSM) data collection and integration into SSM GIS datasets when possible	3/9/2021	X		
					2. Map the location of suspected, confirmed, and eliminated illicit discharges	Goal Unmet	Unable to complete due to time constraints, other GIS priorities	Mapping	MCM3 2. Map IDDEs by creating dataset in Town of Bethelhelem Stormwater GIS	3/9/2021	X		
					3. Post Town of Bethlehem storm system map layers on the Coalition SwIM mapper	Goal Met	Cut of Storm System Mapping data provided to Coalition April, 2019						
					4. Map new outfalls, as needed	Goal Met	Completed reconciliation of Outfall Inventory in Town GI due to updated Storm System Mapping and Town's EPA MS4 Program Audit in 9/2020	Mapping (MCM 3 IDDE current MS4 Permit)	MCM3 3.Continue to map new outfalls as they become active or are discovered	3/9/2021	X		
					5. Map post construction sw practices and municipal facilities as needed	Goal Met	Completed. Updated PCSMP GIS inventory and Facilities GIS inventory	Mapping					
					6. Delineate storm sewershed boundaries (top of sw conveyance system to outfall).	Goal Unmet	Unable to complete due to time constraints, other GIS priorities.						
MCM 1 - Public Education and Outreach							MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1-Public Education and Outreach		MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year) .			No Goal. Other Activity: Mapped Pollutants of Concern Provided by SW Coalition, Updated Town Geographic Areas of Concern and Waterbodies of Concern 9/2020						
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1-Public Education and Outreach	Part VI.A.1.	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines	1. Distribute stormwater literature at two Household Hazardous Waste Collection Days.	Goal Met	Distributed over 1,000 SW brochures (Over 500 per event).	MCM 1 Public Education	1. Continue to distribute stormwater literature at two Household Hazardous Waste Collection Days, if organized (COVID19 dependent).	3/9/2021	X		
					2. Distribute Moving Dirt and Pool Brochure to individuals seeking a building permit; monitor amount distributed.	Goal Met	Ditributed 128 Moving Dirt and 41 Pool brochures	MCM 1 Public Education	2. Continue to distribute Moving Dirt and Pool Brochure to individuals seeking a building permit.	3/9/2021	X		
					3. Meet with Town staff to decide future of rain garden, in particular relocation options, time frame, tasks, and feasibility.	Goal Unmet	Dropped - Demonstration Rain Garden was not an MS4 permit requirement, dropped due to scheduling issues, prioritization of other tasks						

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MCM 2 - Public Participation							MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.1	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)		1. Continue to support Community Clean Up Days.	Goal Met	Two community cleanup events were conducted in Town	MCM 2 Public Participation	1. Continue to support Community Clean Up Days.	3/9/2021	X	
				Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)		2. Continue to support Coalition outreach to recruit volunteer stream monitors (WAVE)	Goal Met	Coalition conducted 4 WAVE stream monitoring events, 2 of which were held within Town of Bethlehem, Vlooman Kill and Onesquethaw/Coeymans Creek	MCM 2 Public Participation	2. Continue to support Coalition outreach to recruit volunteer stream monitors (WAVE), contingent on COVID 19 restrictions	3/9/2021	X	
				Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)									
						3. Continue to support and track street tree plantings	Goal Met	Three street trees were planted.	MCM 2 Public Participation	3. Continue to support and track street tree plantings			
No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.2	MCM 2 Public Participation: Public input comments received on SWMP and annual report			Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit. The Coalition role and Annual Report requirements may change depending on the release of the updated MS4 Permit and other considerations.	Goal Met was not 2019 AR MG, only in MS4Web	Both posted on Town SW Website and SW Coalition website.	MCM 2 Public Participation				
						4. Continue to support the Annual Report public comment process and posting of FINAL Annual Report.	Goal Met	No public comments received, FINAL Annual Report posted on Town website	MCM 2 Public Participation	4. Continue to support the Annual Report public comment process and posting of FINAL Annual Report.	3/9/2021	X	X

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MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)							
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.a	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism					IDDE Local Law adopted (current MS4 Permit)	MCM 3 IDDE				
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.b	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4					Equivalency of local law certified by municipal attorney (current MS4 Permit)	MCM 3 IDDE				
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI..C.2	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implementation of program (1 year)					MCM 3 IDDE; MCM 1 Public Education	MCM1 3. Insert stormwater message in at least one water & sewer bills specifically targeting illegal dumping into the MS4	3/9/2021	X	
No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.3	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)	1. Continue to support the Track A Concern program and monitor/respond to public questions, complaints, other issues of concern. Evaluate type of complaint (drainage vs. water quality).	Goal Met			MCM 3 IDDE	MCM3 4. Continue to support the Track A Concern program and monitor/respond to public questions, complaints, other issues of concern.	3/9/2021	X	
					2. Review how stormwater pollution issues are communicated on Town website so that 'stormwater' public complaints prompt water quality concerns, rather than drainage issue complaints.	Goal Met		Town Stormwater website was updated to highlight water quality issues associated with stormwater pollution					
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.a	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)									
				Part VI.C.4 Identify High Priority Outfalls (3 years)									
No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Complete ORI's for 20% of outfalls (~20% of 466, most current count of mapped outfalls) will prioritize newly mapped outfalls.	Goal Met		Goal met - 167 ORIs completed	MCM 3 IDDE	MCM3 5. Conduct annual ORIs for 20% of MS4 Outfall inventor	3/9/2021	X	
				Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)				This training occurs annually.	MCM 3 IDDE, MCM6 Municipal Operations/Good Housekeeping (staff training)				

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No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b.iv	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)				Outfall inspection procedures completed (current MS4 Permit)	MCM 3 IDDE				
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.5	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)				Illicit discharge track down procedures completed (current MS4 Permit)	MCM 3 IDDE				
				Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)									
No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.6	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)				Illicit discharge elimination procedures completed (current MS4 Permit)	MCM 3 IDDE				
MCM 4 - Construction Site Runoff Control							MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.a	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)				Stormwater Management Local Law adopted (current MS4 Permit)	MCM 4 Construction Site Runoff Control				
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.b	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4					Equivalency of Stormwater Management Local Lawcertified by municipal attorney (current MS4 Permit)	MCM 4 Construction Site Runoff Control				
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.4	MCM 4 Construction Site Runoff Control: Education materials on Construction program										
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.5	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)				No Goal. Construction site inventory is routinely updatd and incorporated into GIS	MCM 4 Construction Site Runoff Control	1. Update Construction Site Inventory in Town GIS and track important permit elements	3/9/2021	X	
No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.6	MCM 4 Construction Site Runoff Control: Construction Site priority areas	Continue to conduct formal, routine inspections of all active construction sites			Goal Met	Goal met - all active construction sites were inspected frequently	MCM 4 Construction Site Runoff Control	2. Conduct construction site SWPPP compliance inspections for all active construction sites multiple times throughout the reporting year	3/9/2021	X	
No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.7 & VI.E.4	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction review (1 year)		1. Continue to update SWPPP Review procedures	Goal Met	SWPPP Review procedures and SWPPP review flowchart updated, 8/2019 (current MS4 Permit)					

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				Part VI.D.7 Train SWPPP reviewers (1.5 years)				MCM 4 Construction Site Runoff Control, MCM6 Muni Ops/Good Housekeep'g (staff training)	3. Ensure SWPPP reviewers have adequate stormwater training	3/9/2021	X		
No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.8	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)			No Goal. Other Activity: Pre-construction meeting documents and procedures were updated, 8/2019.	MCM 4 Construction Site Runoff Control	4. Continue to conduct pre-construction meetings for all SPDES permitted Construction Activities	3/9/2021	X		
No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.9 & VI.D.10	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (identify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	1. For privately owned practices, continue to identify existing Post Construction SW Practices without signage and follow-up to the extent possible with owners regarding signage requirements.and status of maintenance generally.	Goal Met	Significant progress achieved in identifying private PCSMPs without required signage. Follow-up was conducted with owners regarding maintenance records.	MCM 4 Construction Site Runoff Control					
				Part VI.D.7 Train Construction site inspectors (1.5 years)									
				Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)									
				Part VI.D.11 Update tracking system for inspections and complaints (6 months)									
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.10	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...				Complaints related to construction sites are routinely tracked, follow up is immediate						

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MCM 5 - Post Construction Stormwater Runoff							MCM 5 - Post Construction Stormwater Runoff							
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.a	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)				Stormwater Management Local Law adopted (current MS4 Permit)						
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.b	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4					Equivalency of Stormwater Management Local Lawcertified by municipal attorney (current MS4 Permit)						
No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.3	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)					MCM 5 Post Construction Stormwater Runoff	1. Update Post Construction SMP inventory to track status of operation and maintenance of SMPs as responsibilities change from approval to completion of project and then for ongoing maintenance	3/9/2021	X		
No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.5	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)		1. Inspect all Town owned post-construction sw practices.	Goal Met	All town owned PCSMPs were inspected.	MCM 5 Post Construction Stormwater Runoff	2. Inspect all Town-owned PCSMPs annually	3/9/2021	X		
						2. Contact owners of non Town owned post construction sw practices for info about certifications and maintenance documentation (prioritize owners who did not respond previously).	Goal Met	Completed. All owners of privately-owned PCSMPs were sent letter in 9/2019 requesting required operations & maintenance documentation.	MCM 5 Post Construction Stormwater Runoff	3. Continue to request and retain required Operations & Maintenance inspection and maintenance documentation annually from Private PCSMP owners	3/9/2021	X		
MCM 6 - Municipal Operations/Good Housekeeping							MCM 6 - Municipal Operations/Good Housekeeping							
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.1 & VI.F.4.c	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI.F.3 Develop facility specific SWPPPs for high priority facilities (3 years)										
No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.2.q	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)		Conduct MS4 facility self audits on a rotating schedule as needed based on last inspection date	Goal Met	14 MS4 facilities received MS4 facility self audits	MCM6 Municipal Operations/Good Housekeeping	1. Conduct assessment of all municipal facilities within the MS4 regulated area which have not been assessed since March 2017.	3/9/2021	X		
				Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)		Train 100% of relevant Town staff by use of stormwater training DVDs, 4-hour erosion & sediment control training sessions, or other relevant trainings as available and applicable	Goal Met	100 percent of relevant Town staff received at least 1 stormwater training	MCM6 Municipal Operations/Good Housekeeping	2. Ensure all relevant staff receive at least one annual stormwater training.	3/9/2021	X		
									MCM6 Municipal Operations/Good Housekeeping	3. Communicate training opportunities to relevant Town staff (email/other)	3/9/2021	X		

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No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.a.	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 years)								
				Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)								
				Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								
No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.i.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs for roadway maintenance, winter maintenance and bridge maintenance) (2 years)								
No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.iv.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair									
No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.c	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referral to higher level inspection) (2 years)								
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.a	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)				MCM6 Municipal Operations/Good Housekeeping	4. Continue to update GIS inventory of municipal facilities with relevant data	3/9/2021	X	
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.e	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									
No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.5	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)								
No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.6	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Communicate training opportunities to Town staff (email/other)	Goal Met	Provided notices of upcoming trainings to Building, Planning, Highway, and Engineering staff routinely throughout the year.	MCM6 Municipal Operations/Good Housekeeping				

Bethlehem_T		MS4 Permit No: NYR20A208		Name(s) of SWMP Preparer(s): Joe Cleveland and Nancy Heinzen		Evaluation Date: April 8, 2020				Other:		
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				Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occurring, identify applicable BMPs for activities conducted, assessment) (1 years)	2. Implement standardized stormwater training for new hires. Include with other new hire training requirements.	Goal Met	New staff with roles within the MS4 Organizational chart were provided relevant stormwater training.	MCM6 Municipal Operations/Good Housekeeping				
					3. Review master list of all Town owned properties, confirm/drop which to include in tri-annual facility self audit. Consider location (in/out urbanized area; proximity to water bodies; water quality risks).	Goal Met	Reconciled and updated inventory of auditable municipal facilities.	MCM6 Municipal Operations/Good Housekeeping				
					4. Consider options for maximizing internal coordination of MS4 Permit requirements.	Goal Met	Updated Organizational chart to identify all relevant parties and to establish a clear chain of command for different aspects of the Town's MS4 permit requirements	MCM6 Municipal Operations/Good Housekeeping				
Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						
			Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6-Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)			NA					
				Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)								
				Part VIII..A.1 MCM 1: Provide additional timely educational messages to specific audiences; add supplemental education for commercial users (2 years)								
				Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritized municipal facilities (2 years)								
				Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								
				Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Priority and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicable) (3 years)								
				Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								



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				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								
				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								

***Stormwater Coalition of Albany County***

**City of Cohoes  
New York**

**MS4 Permit No. NYR20A243**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**

COHOES_City			MS4 Permit No: NYR20A243		DATA from AR2019 (3/2018 to 3/2019) and Other Sources										
MCM3			MCM 4							MCM5			MCM6		
# Map'd OF	105	# SWPPP Reviewed	1	Of active sites, # inspected once during reporting year	100% (3 active sites)	# of Enforcement Actions - By Type		# of PCSMPs in Inventory	Total: 18 (6 filtersystems, 1 infiltration basin, 10 ponds 1 other)		Total # Muni Owned Facilities	~19			
% Map'd	100	# Constr Pmt Authorized	Total: 1	Of active sites, # inspected more than once during reporting year	100% (3 active sites)	Verbal and/or email warning			Private: 16 MS4 Owned: 3	# Muni Facility - To Assess - Tri Annual	~13				
# ORIs	0		Private:	MS4 inspection procedures: frequency of CGP inspections?		Notice of Violation		# PCSMPs Inspected in Report'g Yr (By Whom?)	Total: 4 (1 Filter System, 2 Ponds, 1 Other)		# of Muni Facilities - Assessed- Report'g Yr				
# IDDE Detected	0		MS4 owned:	actual frequency (met? not met?)		Stop Work Order			Private: MS4 Owned:	Catch Basins	Total #	Available			
# IDDE Confirmed	0			issues?		Court Action (Fines, Penalties)		Inspection issues?	Documentation of inspections-maintenance (private)		Inspected	166			
# IDDE Eliminated	0	# Constr Pmt Active	Total: 3	# of construction site enforcement actions by MS4?		Withhold building permits, C of O		# PCSMPs Maintained in Report'g Yr (By Whom?)	Total: 2 (2 Ponds)		Cleaned, if needed	166			
# IDDE Enforcmnt			Private:	by whom?		Contract Terminated			Private: MS4 Owned:	Sweeping	Lots: # acres	3			
Enforcement Type			MS4 owned:			Other	1 - Enforcement Action or Sanction		Maintenance issues?		Streets:# Miles	1474			
COHOES_City		MS4 Permit No: NYR20A243		Name(s) of SWMP Preparer(s): Garry Nathan and Nancy Heinzen			Evaluation Date: April 3, 2020					Other:			
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No. 1	Part I. Permit Coverage and Limitations	Part I.B.1.	Administrative Requirements: All documentation necessary to demonstrate Eligibility												
No. 2	Part II. Obtaining Permit Coverage	Part II.A	Administrative Requirements: Notice of Intent	Submit NOI to Continue Coverage (30 days)											
No. 3	Part IV. Stormwater Management Program Requirements	Part IV.A.2	Administrative Requirements: Compliance Schedule and related reports												

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No. 4	Part IV. Stormwater Management Program Requirements	Part IV. B.1	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)								
				SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)								
No. 5	Part IV. Stormwater Management Program Requirements	Part IV.B.2	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	1. Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan, implement grant work plan, support Albany County as Lead Applicant of NYSDEC WQIP program grant.	Goal Met		Administrative	1. Continuie to Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan		X	X
						Other Activities: Amendments to Coalition IMA signed December. 2019	IMA includes support for dedicated part time staff to provide direct stormwater services for Cohoes	Administrative	Monitor hiring of SW Prog Tech for Cohoes by year end 2020	12/31/2020	X	X
						Other Activities: Shared Svces Agmt with Green Island and Watervliet renewed. Signed ~Jan, 2020. Can include shared services related to stormwater program requirements						
						Other Activities: For outside consultants hired to do SWPPP reviews, the City contract includes third part self certification language		Administrative	Continue to monitor self certification language and signatures on contracts for SWPPP review consultants	3/9/2021	X	

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No. 6		Part. IV.B.3	Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	For 2019/2020 organizational chart for Cohoes will be updated as staffing stabilizes.	Goal Unmet	New Mayor and new staff has involved a reevaluation of job titles and roles. Current org chart - work in progress	Administrative	Update and complete Org Chart	3/9/2021	X	
No. 7	Part IV. Stormwater Management Program Requirements	Part IV.F	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)	1. Time permitting, develop an Enforcement Response Plan and Tracking for Cohoes.	Goal Unmet	Need to first finish Org Chart. Future ERP will reference Org Chart. It is not a requirement of current permit. No new goal.					
				Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.A.	Administrative Requirements: Annual Evaluation		None			Administrative	Complete Annual Evaluation as part of Joint Annual Report process	6/1/2020	X	X
No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.C.2	Administrative Requirements: Annual Reports					Administrative	Complete Annual Report for Cohoes and Joint Coalition Report as soon as possilbe given COVID19 related delays	12/31/2020	X	X
No. 10		No Part No listed	Administrative Requirements: MS4 Correspondence with the Dept									
Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Part III.A.3	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards					Administrative	NA, no Water Quality violations			

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Mapping						Mapping						
No. 12	Part IV. Stormwater Management Program Requirements	Part IV.C.	Mapping: Map of the MS4 co	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of convveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)	1. Review existing storm/combined maps, remap 'field check' areas identified previously, complete GIS/GPS mapping for newly constructed storm/combined infrastructure.	Goal Met	Field Checks completed and mapped where possible. Additional checks would require more equipment and resources.	Administrative	Various Construction Activity permitted projects are ongoing in City. Once completed 'as built's signed by PE will be provided and incorporated into GIS mapping platform. All contingent on Coalition hiring GIS Coordinator as planned	3/9/2021	X	X
MCM 1 - Public Education and Outreach						MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach		MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year) .								
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach	Part VI.A.1.	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines	1. Public education and outreach will continue depending on staffing availability.	Goal Met	No staff, but brochures distributed at City Hall brochure rack.					
						Other Activities: Cohoes staff person storm drain stenciled 47 catch basins near Mann, Simmons, and Columbia.	Action prompted by possible pet waste dumping into neighborhood catch basins. POC: bacteria	MCM1 Public Education	Continue storm drain stenciling where improper pet waste disposal suspected (location: part of Simmons, Amity, Columbia). POC: bacteria	3/9/2021		

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MCM 2 - Public Participation						MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.1	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	1. Maintain existing public participation activities (Beautification and Clean Up Day; plus Household Hazardous Waste Collection Day) as allowed by staffing availability.	Goal Met: 1. Beautification and Clean Up Day; 2. Household Hazardous Waste Collection Day		MCM 2 Public Participation	Conduct public participation activities: 1. Beautification and Clean Up Day; 2. Household Hazardous Waste Collection Day (tentative)	3/9/2021	X	
				Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)								
				Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)								
No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.2	MCM 2 Public Participation: Public input comments received on SWMP and annual report		1. Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit. The Coalition role and Annual Report requirements may change depending on the release of the updated MS4 Permit and other considerations.	Goal Met		MCM 2 Public Participation	Continue to post the DRAFT/FINAL Annual Report on a website for public comment (May, 2020) and post the location of the updated SWMP as required by the MS4 Permit (May, 2020) for continuous SWMP input. Posting dates may change depending on COVID19 imposed limitations and ability of all stormwater staff to prepare documents.	3/9/2021	X	X

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MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)					MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)									
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.a	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism											
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.b	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4											
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI..C.2	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implmentation of program (1 year)										
No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.3	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)										
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.a	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)										
				Part VI.C.4 Identify High Priority Outfalls (3 years)										



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No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. "ORI" new additional outfalls and pre-existing outfalls. This will depend on the availability of summer interns, weather, and other resources. Goal: all of the additional outfalls (29 OF), plus 11 pre-existing.	Goal Unmet	No staff, no interns, no Coaliton support	MCM 3 Detection and Elimination of Illicit Discharges	"ORI" new additional outfalls and pre-existing outfalls. This will depend on COVID19, speed of hiring Coaliton SW Prog Tech, availability given seasonal constraints.	3/9/2021	X	X
				Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)				MCM 3 Detection and Elimination of Illicit Discharges	Coalition trains SW Prog Tech ORI protocol. Equipment provided.	3/9/2021	X	X
No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b.iv	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)								
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.5	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)	None			MCM 3 Detection and Elimination of Illicit Discharges	Track down procedures updated as part of training (ncludes tablet use, forms, data management, who does what re: org chart)	3/9/2021	X	X
				Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)								
No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.6	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)	None			MCM 3 Detection and Elimination of Illicit Discharges	Elimination procedures updated as part of training (ncludes tablet use, forms, data management, who does what re: org chart)	3/9/2021	X	X

COHOES_City		MS4 Permit No: NYR20A243		Name(s) of SWMP Preparer(s): Garry Nathan and Nancy Heinzen		Evaluation Date: April 3, 2020					Other:	
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MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.a	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)		Goal Met previously re: current MS4 Permit requirements					X	
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.b	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4			Goal Met previously re: current MS4 Permit requirements					X	
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.4	MCM 4 Construction Site Runoff Control: Education materials on Construction program									
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.5	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elemnts not explicitly required by GP-0-15-003) (3 years)		Goal Met previously re: current MS4 Permit requirements					X	
No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.6	MCM 4 Construction Site Runoff Control: Construction Site priority areas									
No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.7 & VI.E.4	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)	None	Goal Met previously re: current MS4 Permit requirements	SWPPP Review has evolved over the years. Time permitting will be updated.				X	
				Part VI.D.7 Train SWPPP reviewers (1.5 years)								

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No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.8	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)		Other Activites: All projects with CGP SWPPP require a Pre-Construction Inspection Meetin (typically City Hall). All relevant parties attend, minutes recorded and shared with all. Also weekly or bi-weekly "Job Meetings" with contractor, owner, and sub contractors. Job Meeting include municipal staff. Minutes taken and shared with all.		MCM 4	Stormwater staff attend, document, and retain minutes of Pre-Construction and Job Meetings	3/9/2021	X	
No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.9 & VI.D.10	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (indentify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	None	Goal Met previously re: current MS4 Permit requirements	Inspection procedures have evolved over the years. Time permitting will be updated.					
				Part VI.D.7 Train Construction site inspectors (1.5 years)								
				Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)		Goal Met previously re: current MS4 Permit requirements		MCM 4	Renew 4 hr training for relevant City employees (minimally 2)	3/9/2021	X	
				Part VI.D.11 Update tracking system for inspections and complaints (6 months)								
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.10	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...									

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MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff						
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.a	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)		Goal Met previously re: current MS4 Permit requirements					X	
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.b	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4			Goal Met previously re: current MS4 Permit requirements					X	
No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.3	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)		Goal Met previously re: current MS4 Permit requirements					X	
No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.5	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)								

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MCM 6 - Municipal Operations/Good Housekeeping						MCM 6 - Municipal Operations/Good Housekeeping						
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.1 & VI.F.4.c	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI..F.3 Develop facility specific SWPPPs for high priority facilities (3 years)								
No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.2.q	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)								
				Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)								
No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.a.	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 yeasers)	Continue catch basin inspections, clean outs, and repairs and street and parking lot sweeping according to routine annual schedule.	Goal Met (catch basins)	57 Catch Basins, inspected, cleaned, and/or repaired		Continue catch basin inspections, clean outs, and repairs according to routine annual schedule.	3/9/2021	X	
				Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)								
				Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								

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No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.i.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs fir roadway maintenance, winter maintenance and bridge maintenance) (2 years)	Continue catch basin inspections, clean outs, and repairs and street and parking lot sweeping according to routine annual schedule.	Goal Met (sweepint lots and streets)	Routine completion (see 2020) Annual Report for details		Continue street and parking lot sweeping according to routine annual schedule.	3/9/2021	X	
No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.iv.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair									
No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.c	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referral to higher level inspection) (2 years)								
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.a	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)		Goal Met previously re: current MS4 Permit requirements					X	
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.e	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									

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No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.5	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)									
No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.6	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Continue to conduct tri-annual assessments as per MS4 Permit requirements.	Goal Unmet	No staff or Coalition assistance available	MCM 6	Conduct tri-annual assessments as per MS4 Permit requirements (~13 municipal facilities). Coalition Stormwater Program Tech to assist	3/9/2021	X	X	
				Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occurring, identify applicable BMPs for activities conducted, assessment) (1 years)									
Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)							
			Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6- Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)		NA							
				Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)									

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				Part VIII..A.1 MCM 1: Provide additional timely educational messages to spspecified audiences; add supplemental education for commercial users (2 years)								
				Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritizezd municipal facilities (2 years)								
				Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								
				Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Prioirty and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicatble) (3 years)								
				Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								
				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								



***Stormwater Coalition of Albany County***

**Town of Colonie  
New York**

**MS4 Permit No. NYR20A190**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**

Colonie_T		MS4 Permit No: NYR20A190											DATA from AR2019 (3/2018 to 3/2019) and Other Sources										
MCM3			MCM 4							MCM5					MCM6								
# Map'd OF	643		# SWPPP Reviewed	28		Of active sites, # inspected once during reporting year	100% (46 active sites)	# of Enforcement Actions - By Type			# of PCSMPs in Inventory	Total: 13 (4 Alternative Practice, 3 Filter Systems, 4 infiltration Basins, 1 Open Channel, 1 Other)			Total # Muni Owned Facilities		DK						
% Map'd	100		# Constr Pmt Authorized	Total: 20		Of active sites, # inspected more than once during reporting year	100% (46 active sites)	Verbal and/or email warning			Private: MS4 Owned:		# Muni Facility - To Assess - Tri Annual		38								
# ORIs	108			Private:		MS4 inspection procedures: frequency of CGP inspections?		Notice of Violation		3	# PCSMPs Inspected in Report'g Yr (By Whom?)		Total: 119 ( 25 Alt Practices, 30 Filter Sysetms, 36 Infiltraiton Basins, 3 Open Channels, 20 Ponds, 5 Other)			# of Muni Facilities - Assessed- Report'g Yr							
# IDDE Detected	3			MS4 owned:		actual frequency (met? not met?)		Stop Work Order			Private: MS4 Owned:		Catch Basins		Total #	15,296							
# IDDE Confirmed	3					issues?		Court Action (Fines, Penalties			Inspection issues?				Inspected	265							
# IDDE Eliminated	3		# Constr Pmt Active	Total: 46		# of construction site enforcement actions by MS4?	4	Withhold building permits, C of O			# PCSMPs Maintained in Report'g Yr (By Whom?)		Total: 28 (3 Altrnative Practices, 1 Filter Sysems, 2 Infiltraiton Basins, 20 Ponds, 2 Other)			Cleaned, if necessary	265						
# IDDE Enforcmnt				Private:		by whom?		Contract Terminated			Private: MS4 Owned:		Sweeping		Lots: # acres	12							
Enforcement Type				MS4 owned:				Other		1	Maintenance issues?				Streets:# Miles	327							
Colonie_T			MS4 Permit No: NYR20A190			Name(s) of SWMP Preparer(s): John Dzialo, Adam Wands, Nancy Heinzen				Evaluation Date: April 10, 2020							Other:						
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No. 1	Part I. Permit Coverage and Limitations	Part I.B.1.	Administrative Requirements: All documentation necessary to demonstrate Eligibility																				
No. 2	Part II. Obtaining Permit Coverage	Part II.A	Administrative Requirements: Notice of Intent		Submit NOI to Continue Coverage (30 days)																		
No. 3	Part IV. Stormwater Management Program Requirements	Part IV.A.2	Administrative Requirements: Compliance Schedule and related reports																				

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No. 4	Part IV. Stormwater Management Program Requirements	Part IV. B.1	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)								
				SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)								
No. 5	Part IV. Stormwater Management Program Requirements	Part IV.B.2	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	1. Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan, implement grant work plan, support Albany County as Lead Applicant of NYSDEC WQIP program grant.	Goal Met		Administrative	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings, implement Coalition work plan	3/9/2021	X	X
							No Goal. Other Activity: Amended Coalition IMA to allow for dedicated staffing for 4 MS4s (2020)					

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								Administrative	Review status of Certificaton Form language developed by Town attorney. Have relevant consultants and others sign the Certification Form which states that they agree to comply with the terms and conditions of the Town stormwater management program, etc.	3/9/2021	X	
No. 6		Part. IV.B.3	Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	1. Update organizational chart.	Goal Unmet		Administrative	Update organizational chart, post on Coalition website	3/9/2021	X	X
No. 7	Part IV. Stormwater Management Program Requirements	Part IV.F	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)			Current enforcement procedures include a descripton of escalating actions (current MS4 Permit)	Administrative				
				Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.A.	Administrative Requirements: Annual Evaluation					Administrative	Complete Annual Evaluation as part of SWMP update and Annual Report process (April, 2020)	3/9/2021	X	X

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No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.C.2	Administrative Requirements: Annual Reports					Administrative	Submit Town-specific Annual Report by June 1 if possible, however due to COVID19 restrictions, the Town Annual Report may be submitted later depending on when Town stormwater staff can access necessary office files. The Joint Coalition Annual Report DRAFT and FINAL submission will include information about the Town Annual Report pages as needed.	3/9/2021	X	X
No. 10		No Part No listed	Administrative Requirements: MS4 Correspondence with the Dept				The Town network was hacked in December, 2019. Prior to the hacking, Dept correspondence was routinely saved on a hard drive which after the hacking was destroyed. Some Dept correspondence survived, most didn't.	Administrative	Develop strategy and purchase related computer equipment to protect Dept correspondence across multiple devices. Determine what to save as a printed, hard copy document and/or electronic document, save Dept correspondence accordingly.	3/9/2021	X	
Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Part III.A.3	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards				Corrective actions requested by DEC, which may or may not be Water Quality Standard violoations are documented (photos and/or emails). Some documentation was lost during the December, 2019 Town hacking incident.	Administrative	Document corrective actions, save and retain across multiple devices and methods (electronic, print).	3/9/2021	X	

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Mapping						Mapping						
No. 12	Part IV. Stormwater Management Program Requirements	Part IV.C.	Mapping: Map of the MS4 co	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of conveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)	1. Continue to update storm system mapping layers supported by Town GIS coordinator and field mapping technician.	Goal Met		Administration	Continue to update storm system mapping layers supported by Town GIS coordinator and field mapping technician.	3/9/2021	X	
MCM 1 - Public Education and Outreach						MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1-Public Education and Outreach		MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year) .								
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1-Public Education and Outreach	Part VI.A.1.	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines	1. Continue to maintain brochure racks (Town Hall and Public Op Center) and table info at Engineering Dept.	Goal Met		MCM 1 Public Education	Continue to maintain brochure racks (Town Hall and Public Op Center) and table info at Engineering Dept.	3/9/2021	X	
					2. Stencil catch basins (~20) and distribute 100 doorhangers (Lakeridge Sub-Division; Dutch Meadows).	Goal Unmet	Typically the Town stormwater office has 3 full time staff. For this reporting year (March 2019 to Mach 2020) there was 1 staff vacancy for the entire year. Due to short staff, this goal was unmet.	MCM 1 Public Education	Stencil catch basins (~20) and distribute 100 doorhangers (Lakeridge Sub-Division; Dutch Meadows).	3/9/2021	X	

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MCM 2 - Public Participation						MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.1	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one oppportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	Continue to support WAVE volunteering monitoring.	Goal Met	Town hosted a WAVE monitoring event on Sand Creek (many participated)	MCM 2 Public Participation	Continue to support WAVE volunteering monitoring organized by Coalition. NOTE: WAVE monitoring may be cancelled due to COVID19 social distancing requirements.	3/9/2021	X	X
				Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)								
				Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)								
No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.2	MCM 2 Public Participation: Public input comments received on SWMP and annual report		1. Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit. The Coalition role and Annual Report requirements may change depending on the release of the updated MS4 Permit and other considerations.	Goal Met		MCM 2 Public Participation	Continue to post the DRAFT/FINAL Annual Report on the Coalition website for public comment and post the location of the SWMP. Check that the Town website links to the Coalition website Annual Report and SWMP Update postings	3/9/2021	X	X

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MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.a	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism				Adopted IDDE Local Law (current MS4 Permit)	MCM 3 IDDE				
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.b	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4				Equivalency of IDDE Local Law certified by Town attorney (current MS4 Permit)	MCM 3 IDDE				
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI..C.2	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implementation of program (1 year)								
No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.3	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)			The Stormwater office phone number and Town contact directory posted on the website function as a Hotline. Stormwater pollution complaints are routed to stormwater staff.	MCM 3 IDDE	"Hotline" complaints from whatever source are tracked. Tracking notes the complaint and follow up activity (email and photos)	3/9/2021	X	
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.a	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)								
				Part VI.C.4 Identify High Priority Outfalls (3 years)								



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No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Complete ORIs for 20% of outfalls (~129 outfalls).	Goal Partially Met	Some ORIs completed, no doorhangers. Short staff for entire reporting year.	MCM 3 IDDE	Complete ORIs for 20% of outfalls (~129 outfalls). NOTE: COVID19 restrictions of unknown duration may limit ability of stormwater staff to be in field.	3/9/2021	X	
								MCM IDDE	Review and train T/Colonie staff as needed regarding tablet use for ORI inspections	3/9/2021	X	X
				Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)								
No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b.iv	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)			Outfall inspection procedures completed (current MS4 Permit)	MCM 3 IDDE				
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.5	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)			Illicit discharge track down procedures completed (current MS4 Permit)	MCM 3 IDDE				
				Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)								

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No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.6	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)			Illicit discharge elimination procedures completed (current MS4 Permit)	MCM 3 IDDE				
MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.a	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Adopted Stormwater Management Local Law (current MS4 Permit)					
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.b	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4				Equivalency of Stormwater Management Local Law certified by Town attorney (current MS4 Permit)					
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.4	MCM 4 Construction Site Runoff Control: Education materials on Construction program									
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.5	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elemnts not explicitly required by GP-0-15-003) (3 years)	1. Continue to maintain inventory of active construction sites (~35 sites, as of April, 2019)	Goal Met	Construction site inventory impacted by Dec, 2019 hacking. Past records restored to the extent possible.	MCM 4 - Construction Site Runoff Control	Continue to maintain inventory of active construction sites (~35 sites, as of April, 2020), protect inventory files against hacking.	3/8/2021	X	
No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.6	MCM 4 Construction Site Runoff Control: Construction Site priority areas									

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No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.7 & VI.E.4	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)	Continue to review SWPPPs and prepare comments.	Goal Met	Despite loss of 1 full time stormwater inspector, SWPPP reviews are a high priority.	MCM 4 - Construction Site Runoff Control	Town stormwater staff review SWPPPs and prepare comments. (Goal : all SWPPPs and SWPPP modifications, if possible)	3/9/2021	X	
							Completed SWPPP Review procedures (current MS4 Permit)					
				Part VI.D.7 Train SWPPP reviewers (1.5 years)								
No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.8	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)	Continue to conduct pre-construction meetings, before grading and clearing and before issuing a building permit.	Goal Met	Town routinely conducts pre-construction meetings, minutes circulated, all meeting attended by Town stormwater staff.	MCM 4 - Construction Site Runoff Control	Conduct pre-construction meetings, before grading and clearing and before issuing a building permit. Meetings organized by Town stormwater staff and sometimes others depending on size and type of project. Presence/absence and expiration date of site contractor 4 hr E/SC cards is noted and status documented during meeting.	3/9/2021	X	
No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.9 & VI.D.10	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (indentify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	1. Continue research status of all open SWPPPS; locate owner-operator; have O-O execute NOT; and review NYSDEC database to confirm status of NOT; follow up as needed. Complete remaining 20%.	Goal Partially Met	High priority, significant progress closing out open SWPPPs, almost all complete.	MCM 4 - Construction Site Runoff Control	Research status of all open SWPPPS; locate owner-operator; have O-O execute NOT; and review NYSDEC database to confirm status of NOT; follow up as needed. Secure NOTs from remaining open SWPPPs.	3/9/2021	X	

Colonie_T	MS4 Permit No: NYR20A190			Name(s) of SWMP Preparer(s): John Dzialo, Adam Wands, Nancy Heinzen		Evaluation Date: April 10, 2020					Other:	
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					2. Continue to inspect construction projects ongoing and at project close out. This includes Town owned projects.	Goal Met	Despite loss of 1 full time stormwater inspector, MS4 Construction inspections are a high priority.	MCM 4 - Construction Site Runoff Control	Continue to inspect construction projects ongoing and at project close out. This includes Town owned projects.	3/9/2021	X	
				Part VI.D.7 Train Construction site inspectors (1.5 years)								
				Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)				MCM 4 - Construction Site Runoff Control	Review status of 4 Hr E/SC SWCD training for existing, relevant Town staff. Secure 4hr SWCD training for new Town staff and others as needed.	3/9/2021	X	
				Part VI.D.11 Update tracking system for inspections and complaints (6 months)								
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.10	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...									

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MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff						
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.a	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Adopted Stormwater Management Local Law (current MS4 Permit)	MCM 5 Post Construction Stormwater Runoff				
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.b	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4				Equivalency of Stormwater Management Local Law certified by Town attorney (current MS4 Permit)	MCM 5 Post Construction Stormwater Runoff				
No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.3	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)	1. Continue to update the post construction sw practices inventory spreadsheet (track status of NOTs)	Goal Met	High priority	MCM 5 Post Construction Stormwater Runoff	Continue to update the post construction sw practices inventory spreadsheet (track status of NOTs). Review hacking vulnerabilities and protect database from future hacking.	3/9/2021	X	
No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.5	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	1. Will continue to develop spreadsheet database of post-construction sw practices; will send out letters requesting annual inspection reports; follow up as needed.	Goal Partially Met		MCM 5 Post Construction Stormwater Runoff	Continue to develop spreadsheet database of post-construction sw practices; send out letters requesting annual inspection reports; follow up as needed.	3/9/2011	X	

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MCM 6 - Municipal Operations/Good Housekeeping						MCM 6 - Municipal Operations/Good Housekeeping						
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.1 & VI.F.4.c	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI..F.3 Develop facility specific SWPPPs for high priority facilities (3 years)								
No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.2.q	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)								
				Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)								
No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.a.	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 yeasers)				MCM 3 Municipal Operations/Good Housekeeping	Monitor catch basin inspections and clean out throughout Town, retain catch basin data for MS4 Permit annual report	3/9/2021	X	
				Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)								
				Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								
No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.i.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs fir roadway maintenance, winter maintenance and bridge maintenance) (2 years)				MCM 3 Municipal Operations/Good Housekeeping	Monitor street and parking lot sweeing throughout Town, retain sweeping data for MS4 Permit annual report.	3/9/2021	X	

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No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.iv.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair									
No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.c	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referral to higher level inspection) (2 years)				MCM 3 Municipal Operations/Good Housekeeping	Monitor maintenance of Town-owned PC SMPs, reach out to Highway staff if issues, follow up as needed	3/9/2021	X	
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.a	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)								
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.e	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									

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No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.5	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)								
No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.6	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Complete 50% of total # of municipal facility self audits (~39 total municipal facilities)	Goal Unmet	Short staff for entire reporting year	MCM 3 Municipal Operations/Good Housekeeping	Complete 50% of total # of municipal facility self audits (~39 total municipal facilities)	3/9/2021	X	
					2. Show "Rain Check" and "Spills and Skills" to Parks and Rec staff.	Goal Unmet	Town staff, other than Parks and Rec, participated in "Rain Check" training (Latham Water, Highway)	MCM 3 Municipal Operations/Good Housekeeping	Participate in Coalition led training for various target audiences (Field Workers and Electeds-Administrators). Content: "Rain Check" and "Spills and Skills" DVDs; webcasts; in house PPTs or presentations; videos; guest speakers	3/9/2021	X	
				Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occurring, identify applicable BMPs for activities conducted, assessment) (1 years)								



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Enhanced Requirements for impaired Waters without an Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						Enhanced Requirements for impaired Waters without an Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						
			Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6-Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)			For projects discharging to phosphorus impaired waters (Ann Lee/Shakers Pond) the Town requires that all Construction General Permit SWPPPs incorporate the NYSDEC SW Management Design Manual Chapter 10 Enhanced Phosphorus Removal standards (current MS4 Permit).	Enhanced Requirements (Phosphorus Impaired Waters - No approved TMDL)				
				Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)								
				Part VIII..A.1 MCM 1: Provide additional timely educational messages to spspecified audiienes; add supplemental education for commercial users (2 years)								
				Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritizezd municipal facilities (2 years)								
				Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								

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				Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Prioirty and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicatble) (3 years)								
				Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								
				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								

***Stormwater Coalition of Albany County***

**Village of Green Island  
New York**

**MS4 Permit No. NYR20A377**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**

Green Island_V		MS4 Permit No: NYR20A377		DATA from AR2019 (3/2018 to 3/2019) and Other Sources								
MCM3		MCM 4						MCM5		MCM6		
# Map'd OF	17	# SWPPP Reviewed	1	Of active sites, # inspected once during reporting year	100% ( 1 active site)	# of Enforcement Actions - By Type		# of PCSMPs in Inventory	Total: 3 (3 Filter Systems)	Total # Muni Owned Facilities	0	
% Map'd	100	# Constr Pmt Authorized	Total: 1	Of active sites, # inspected more than once during reporting year	100% ( 1 acive site)	Verbal and/or email warning			Private: MS4 Owned:	# Muni Facility - To Assess - Tri Annual		
# ORIs	0		Private:	MS4 inspection procedures: frequency of CGP inspections?		Notice of Violation		# PCSMPs Inspected in Report'g Yr (By Whom?)	Total: 0	# of Muni Facilities - Assessed- Report'g Yr		
# IDDE Detected	0		MS4 owned:	actual frequency (met? not met?)		Stop Work Order			Private: MS4 Owned:	Catch Basins	Total #	Available.
# IDDE Confirmed	0			issues?		Court Action (Fines, Penalties		Inspection issues?			Inspected	0
# IDDE Eliminated	0	# Constr Pmt Active	Total: 1	# of construction site enforcement actions by MS4?	0	Withhold building permits, C of O		# PCSMPs Maintained in Report'g Yr (By Whom?)	Total: 1 (Filter System) or 2 (MCM6)	Cleaned. If necessary		0
# IDDE Enforcmnt			Private:	by whom?		Contract Terminated			Private: MS4 Owned:	Sweeping	Lots: # acres	1
Enforcement Type			MS4 owned:			Other		Maintenance issues?			Streets:# Miles	18
Green Island_V		MS4 Permit No: NYR20A377		Name(s) of SWMP Preparer(s): Sean Ward & Nancy Heinzen			Evaluation Date: April 6, 2020				Other:	
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No. 1	Part I. Permit Coverage and Limitations	Part I.B.1.	Administrative Requirements: All documentation necessary to demonstrate Eligibility									
No. 2	Part II. Obtaining Permit Coverage	Part II.A	Administrative Requirements: Notice of Intent	Submit NOI to Continue Coverage (30 days)								
No. 3	Part IV. Stormwater Management Program Requirements	Part IV.A.2	Administrative Requirements: Compliance Schedule and related reports									

Green Island_V		MS4 Permit No: NYR20A377		Name(s) of SWMP Preparer(s): Sean Ward & Nancy Heinzen		Evaluation Date: April 6, 2020				Other:		
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No. 4	Part IV. Stormwater Management Program Requirements	Part IV. B.1	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)								
				SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)								
No. 5	Part IV. Stormwater Management Program Requirements	Part IV.B.2	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	1. Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan, implement grant work plan, support Albany County as Lead Applicant of NYSDEC WQIP program grant.	Goal Met		Administrative	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan.	3/9/2021	X	X
							No Goal. Related activity: Village of Green Island signed Shared Services agreement (Jan, 2020) with Wvliet, Cohoes, and Menands. Agreement includes stormwater related services.	Administrative			X	
							No Goal. Related activity: amended and signed Coalition IMA (Dec, 2019)	Administrative			X	X

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No. 6		Part. IV.B.3	Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)				Administrative	Update organizational chart, as needed	3/9/2021	X	
No. 7	Part IV. Stormwater Management Program Requirements	Part IV.F	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)			No Goal. Related activity: Village of Green Island Procedures and Forms Compendium (April 2017). matches many Enforcement Response Plan requirements.	Administrative				
				Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.A.	Administrative Requirements: Annual Evaluation					Administrative	Continue with routine Annual Evaluation of Village MS4 Program (~April, 2020)	3/9/2021	X	X
No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.C.2	Administrative Requirements: Annual Reports					Administrative	Complete Annual Report (individual MS4 pages and Coalition) by June 1, 2020	6/1/2021	X	X
No. 10		No Part No listed	Administrative Requirements: MS4 Correspondence with the Dept				No Goal. Department correspondence routinely retained and filed with SW Program Coordinator	Administrative	Continue to retain all MS4 related Department correspondence, as per retention schedule	3/9/2021	X	

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Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Part III.A.3	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards				No violations of Water Quality Standards					
Mapping						Mapping						
No. 12	Part IV. Stormwater Management Program Requirements	Part IV.C.	Mapping: Map of the MS4 co	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of conveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)			Relevant mapping completed in 2018	Mapping	Storm system mapping as needed	3/9/2021	X	X

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MCM 1 - Public Education and Outreach						MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach		MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year) .								
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach	Part VI.A.1.	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines	1. Continue to publish stormwater messages in monthly Newsletter and monthly Mayor's Letter.	Goal Met		MCM 1 Public Education	Continue to publish stormwater messages in monthly Newsletter and monthly Mayor's Letter.	3/9/2020	X	
					2. Continue to maintain Village website links to SW Coalition website.	Goal Met		MCM 1 Public Education	Continue to maintain Village website links to SW Coalition website.	3/9/2020	X	



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MCM 2 - Public Participation						MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.1	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	1. Continue to support WAVE Stream Monitoring programs organized by the the Coalition - locate volunteers; promote participation.	Goal Met		MCM 2 Public Participaton	Continue to support WAVE Stream Monitoring programs organized by the the Coalition - locate volunteers; promote participation. (COVID19 restrictions may limit or force cancellation of public participation events)	9/30/2020	X	X
				Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)	2. Pursue volunteers from a local company to help clean up debris draining to storm system infrastructure and Hudson River.	Goal Met	Volunteers pursued, signed up, but clean up event cancelled	MCM 2 Public Participaton	Organize volunteers for Earth Day Clean Up (COVID19 restrictions may limit or force cancellation of this event)	3/9/2020	X	
				Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)								
No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.2	MCM 2 Public Participation: Public input comments received on SWMP and annual report		1. Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit.	Goal Met		MCM 2 Public Participation	Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit.	3/9/2020	X	X

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					2. For the Village, continue to post the DRAFT Annual Report on website; present the DRAFT Annual Report at Village Board meeting; and post the FINAL Annual Report on the Village and Coalition website	Goal Met		MCM 2 Public Participation	Village posts the DRAFT Annual Report on website; DRAFT Annual Report presented at Village Board meeting (May, 2020) if possible depending on COVID19 mandates; post the FINAL Annual Report on the Village and Coalition website	3/9/2021	X	X
MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.a	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism				IDDE Local Law adopted (current permit)					
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.b	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4				Equivalency of IDDE Local Law certified by attorney representing MS4 (current permit)					
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI..C.2	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implementation of program (1 year)								

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No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.3	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)			Hotline established (Village office number). Complaints sent to Village SW Program Coor.					
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.a	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)								
				Part VI.C.4 Identify High Priority Outfalls (3 years)								
No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Continue to monitor outfalls for illicit discharges and record incidents, as per MS4 Permit.	Goal Met		MCM 3 IDDE	Will review status of outfall inspections and complete as needed	3/9/2021	X	
				Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)				MCM 3 IDDE	Coalition provides training and review as needed in use of tablets for ORI and other stormwater inspections	3/9/2021	X	X

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No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b.iv	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)			Village of Green Island Procedures and Forms Compendium (April 2017) includes IDDE outfall inspection procedures (current MS4 Permit requirements)	MCM 3 IDDE				
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.5	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)			Village of Green Island Procedures and Forms Compendium (April 2017) includes IDDE track down procedures (current MS4 Permit requirements)	MCM 3 IDDE				
				Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)								
No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.6	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)			Village of Green Island Procedures and Forms Compendium (April 2017) includes illicit discharge eliminiation procedures (current MS4 Permit requirements)					

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MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.a	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Adopted local law for Construction Site Runoff Control re: Construcion Activity General Permit (current MS4 Permit requirements),	MCM 4 Construction Site Runoff Control				
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.b	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4				Equivalency of Local law for Construction Site Runoff Control certified by attorney representing MS4 (current MS4 Permit requirements)	MCM 4 Construction Site Runoff Control				
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.4	MCM 4 Construction Site Runoff Control: Education materials on Construction program									
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.5	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elements not explicitly required by GP-0-15-003) (3 years)			Construction Site Inventory (CGP) maintained and up-to-date (current MS4 Permit requirements)	MCM 4 Construction Site Runoff Control				
No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.6	MCM 4 Construction Site Runoff Control: Construction Site priority areas									

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No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.7 & VI.E.4	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)			Village of Green Island Procedures and Forms Compendium (April 2017) includes SWPPP review procedures (current MS4 Permit requirments)	MCM 4 Construction Site Runoff Control	Continue to promote E/SC 4 Hr training opportunities.	3/9/2021	X	X
				Part VI.D.7 Train SWPPP reviewers (1.5 years)								
No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.8	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)			Village of Green Island Procedures and Forms Compendium (April 2017) includes pre-construction inspection and meeting procedures and forms. Minutes taken and distributed.	MCM 4 Construction Site Runoff Control				
No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.9 & VI.D.10	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (indentify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	None		Village of Green Island Procedures and Forms Compendium (April 2017 includes inspection procedures (current MS4 Permit requirements)	MCM 4 Construction Site Runoff Control				
				Part VI.D.7 Train Construction site inspectors (1.5 years)								

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				Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)	1. Continue to promote E/SC 4 Hr training opportunities.	Goal Met	3 Village staff have 4 hr E/SC training.	MCM 4 Construction Site Runoff Control	Status of 4 hr E/SC to be evaluated, training received as needed.	3/9/2021	X	
								MCM 4 Construction Site Runoff Control	Continue to promote E/SC 4 Hr training opportunities to builder community	3/9/2021	X	
				Part VI.D.11 Update tracking system for inspections and complaints (6 months)			Code enforcment office record keeping includes stormwater inspections (current MS4 Permit).					
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.10	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...				Construction Site issues easily observed by stormwater staff, quick follow up by relevant parties.					

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MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff						
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.a	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Adopted local law for Post Construction Stormwater Runoff re: Construcion Activity General Permit (current MS4 Permit requirements),					
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.b	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4				Equivalency of Local law for Post Construction Stormwater Runoff certified by attorney representing MS4 (current MS4 Permit requirements)					
No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.3	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)	None		Post Construction SMP inventory routinely tracked (current MS4 permit)					
No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.5	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	1. Continue to monitor 'older' post-construction practices (permitted in 2003); inspect practices using maintenance guidance; monitor performance.	Goal Met		MCM 5 Post Construction Stormwater Runoff Control	Continue to monitor 'older' post-construction practices (permitted in 2003); inspect practices using maintenance guidance; monitor performance.	3/9/2021	X	
					2. For newly completed PC SMPS included in inventory; monitor O & M as needed.	Goal Met		MCM 5 Post Construction Stormwater Runoff Control	For newly completed PC SMPS included in inventory; monitor O & M as needed.	3/9/2021	X	



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MCM 6 - Municipal Operations/Good Housekeeping						MCM 6 - Municipal Operations/Good Housekeeping						
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.1 & VI.F.4.c	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI..F.3 Develop facility specific SWPPPs for high priority facilities (3 years)								
No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.2.q	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)								
				Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)								
No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.a.	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 yeasers)	1. Continue to clean out ~40 catch basins	Goal Unmet	VacTruck broke down	MCM 6 Muni Operations/Good Housekeeping	Clean out ~40 catch basins	3/9/2021	X	
				Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)								
				Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								

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No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.i.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs fir roadway maintenance, winter maintenance and bridge maintenance) (2 years)	1. Sweep 9 road miles - total of 18 miles	Goal Met		MCM 6 Muni Operations/Good Housekeeping	Sweep 9 road miles - total of 18 miles	3/9/2021	X	
No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.iv.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair									
No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.c	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referrel to higher level inspection) (2 years)				See MCM 5				
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.a	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)								

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No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.e	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									
No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.5	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)								
No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.6	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Continue annual training with staff using Coalition DVDs (Dec, 2019)	Goal Met	No Goal. Related activity: The Village participated in a Coalition-wide Stormwater Training Blitz organized and presented by Coalition staff (February/March 2020)	MCM 6 Muni Operations/Good Housekeeping	Continue annual training with staff as needed using Coalition DVDs and /or Coalition training services	3/9/2021	X	X
				Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occurring, identify applicable BMPs for activities conducted, assessment) (1 years)								

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Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						
			Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6- Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)			NA					
				Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)								
				Part VIII..A.1 MCM 1: Provide additional timely educational messages to spspecified audiiences; add supplemental education for commercial users (2 years)								
				Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritizezd municipal facilities (2 years)								
				Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								
				Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Prioirty and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicatble) (3 years)								

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				Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)										
				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)										

***Stormwater Coalition of Albany County***

**Town of Guilderland  
New York**

**MS4 Permit No. NYR20A211**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**

Guilderland_T		MS4 Permit No: NYR20A211			DATA from AR2019 (3/2018 to 3/2019) and Other Sources									
MCM3		MCM 4						MCM5		MCM6				
# Map'd OF	317	# SWPPP Reviewed	22	Of active sites, # inspected once during reporting year	100% (22 active sites)	# of Enforcement Actions - By Type		# of PCSMPs in Inventory	Total: 61 (5 Infiltration Basins, 2 Open Channels, 54 Ponds)	Total # Muni Owned Facilities	Available			
% Map'd	100	# Constr Pmt Authorized	Total: 7	Of active sites, # inspected more than once during reporting year	100% (22 active sites)	Verbal and/or email warning			Private: MS4 Owned:	# Muni Facility - To Assess - Tri Annual	~16			
# ORIs	25		Private:	MS4 inspection procedures: frequency of CGP inspections?		Notice of Violation	8	# PCSMPs Inspected in Report'g Yr (By Whom?)	Total: 50 (1 Infiltration Basins, 2 Open Channels, 47 Ponds)	# of Muni Facilities - Assessed- Report'g Yr				
# IDDE Detected	1		MS4 owned:	actual frequency (met? not met?)		Stop Work Order			Private: MS4 Owned:	Catch Basins	Total #	Available		
# IDDE Confirmed	0			issues?		Court Action (Fines, Penalties		Inspection issues?			Inspected	115		
# IDDE Eliminated	0	# Constr Pmt Active	Total: 22	# of construction site enforcement actions by MS4?	8	Withhold building permits, C of O		# PCSMPs Maintained in Report'g Yr (By Whom?)	Total: 4 (1 Infiltration Basins, 2 Open Channels, 1 Ponds)	Cleaned, if necessary	115			
# IDDE Enforcmnt			Private:	by whom?		Contract Terminated			Private: MS4 Owned:	Sweeping	Lots: # acres	3		
Enforcement Type			MS4 owned:			Other		Maintenance issues?			Streets:# Miles	210		
Guilderland_T		MS4 Permit No: NYR20A211			Name(s) of SWMP Preparer(s): Ken d'Arpino and Nancy Heinzen			Evaluation Date: April 8, 2020			Other:			
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No. 1	Part I. Permit Coverage and Limitations	Part I.B.1.	Administrative Requirements: All documentation necessary to demonstrate Eligibility											
No. 2	Part II. Obtaining Permit Coverage	Part II.A	Administrative Requirements: Notice of Intent	Submit NOI to Continue Coverage (30 days)										
No. 3	Part IV. Stormwater Management Program Requirements	Part IV.A.2	Administrative Requirements: Compliance Schedule and related reports											

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No. 4	Part IV. Stormwater Management Program Requirements	Part IV. B.1	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)								
				SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)								
No. 5	Part IV. Stormwater Management Program Requirements	Part IV.B.2	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	1. Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan, implement grant work plan, support Albany County as Lead Applicant of NYSDEC WQIP program grant.	Goal Met		Administrative	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan.	3/9/2021	X	X
No. 6		Part. IV.B.3	Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)			Updated organizational chart (2020)	Administrative	Update organizational chart as needed and identify training needs	3/9/2021	X	



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No. 7	Part IV. Stormwater Management Program Requirements	Part IV.F	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)				Administrative	Review existing procedures and forms related to enforcement of illicit discharges and construction site issues, update and write out enforcement response procedures	3/9/2021	X	
				Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.A.	Administrative Requirements: Annual Evaluation					Administrative	Complete Annual Evaluation of Town stormwater program, review goals, develop new goals	3/9/2021	X	
No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.C.2	Administrative Requirements: Annual Reports					Administrative	Complete Annual Report by June 1, 2020	6/1/2020	X	
No. 10		No Part No listed	Administrative Requirements: MS4 Correspondence with the Dept				All correspondence with Dept is stored in dedicated electronic file	Administrative	Continue to retain all Department correspondence in dedicated electronic folder	3/9/2021	X	

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Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Part III.A.3	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards									
Mapping						Mapping						
No. 12	Part IV. Stormwater Management Program Requirements	Part IV.C.	Mapping: Map of the MS4 conveyance system	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of conveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)			Completed comprehensive storm system and program mapping (2018)	Mapping	Update storm system and program mapping (PCSMPs, outfalls) as construction activity permit projects are completed; share mapping data with Coalition	3/9/2021	X	
MCM 1 - Public Education and Outreach						MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach		MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year ) .								
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach	Part VI.A.1.	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines	1. Update stormwater info on Town website (literature).	Goal Met	Public requested postings of educational information on website, posting implemented.	MCM 1 Public Education	Update stormwater info on Town website	3/9/2021	X	

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					2. Continue to stock Building Department brochure rack and track distribution.	Goal Met		MCM 1 Public Education	Continue to stock Building Department brochure rack and track distribution.	3/9/2021	X	
							No Goal. Additional Activity: Stenciled 80 catch basins in various neighborhoods (POC: gross solids -vegetative debris)	MCM 1 Public Education	Stencil or install catch basin markers as requested and in targeted neighborhoods based on pollutants concerns	3/9/2021	X	
							No Goal. Additional Activity: Distributed flyers about stormwater pollution to businesses on Western Ave.	MCM 1 Public Education	Distribute flyers about stormwater pollution to businesses, as needed	3/9/2021	X	
MCM 2 - Public Participation						MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.1	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opporrtunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	1. Continue to monitor roadside clean up by volunteers	Goal Met		MCM 2 Public Participation	Continue to monitor and roadside clean up by volunteers (record events in Annual Report)	3/9/2021	X	
					2. Assist in promoting WAVE volunteer monitoring (July 1 to Sept 30)	Goal Met		MCM 2 Public Participation	If WAVE event organized, assist in promoting WAVE volunteer monitoring (July 1 to Sept 30). COVID19 restrictions may prevent organizing this public event.	3/9/2021	X	X

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				Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)									
				Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)									
No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.2	MCM 2 Public Participation: Public input comments received on SWMP and annual report		1. Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit. The Coalition role and Annual Report requirements may change depending on the release of the updated MS4 Permit and other considerations.	Goal Met		MCM 2 Public Participation	Continue to post the DRAFT/FINAL Annual Report on Town and Coalition website for public comment and post the location of the SWMP as required by the MS4 Permit.	3/9/2021	X	X	
MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)							
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.a	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism				IDDE Local Law adopted (current MS4 Permit)	MCM 3 IDDE					

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No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.b	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4				Equivalency of IDDE Local Law certified by municipal attorney (current MS4 Permit)	MCM 3 IDDE				
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI..C.2	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implementation of program (1 year)								
No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.3	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)	1. Continue to maintain log of Complaints and Town response	Goal Met		MCM 3 IDDE	Continue to maintain log of complaints and Town response. Complaints focus on stormwater issues (drainage, pollution, and development concerns)	3/9/2021	X	
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.a	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)								
				Part VI.C.4 Identify High Priority Outfalls (3 years)								

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No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Will develop ORI schedule based on completed outfall mapping.	Goal Met	Scheduled shared with other stormwater staff, completion is monitored	MCM 3 IDDE	Develop and share a year long schedule to complete ORIs (tentative goal 60 ORIs). Ability to complete will depend on COVID19 social distancing restrictions.	3/9/2021	X	
				Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)								
No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b.iv	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)								
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.5	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)	1. Continue with septic system track down.	Goal Met	Septic system IDDE issue addressed by Albany County	MCM3 IDDE				
				Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)			Track down procedures completed (2019)	MCM3 IDDE				

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No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.6	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)				MCM IDDE	Review status of elimination procedures and update as needed	3/9/2021	X	
MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.a	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Stormwater Management Local Law adopted (current MS4 Permit)	MCM 4 Construction Site Runoff Control				
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.b	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4				Equivalency of Stormwater Management Local Law certified by municipal attorney (current MS4 Permit)	MCM 4 Construction Site Runoff Control				
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.4	MCM 4 Construction Site Runoff Control: Education materials on Construction program									

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No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.5	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elemnts not explicitly required by GP-0-15-003) (3 years)			Construction site inventory routinely updated (current MS4 Permit)	MCM 4 Construction Site Runoff Control					
No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.6	MCM 4 Construction Site Runoff Control: Construction Site priority areas				MS4 Construction Site inspections prioritized (more frequent at large sites and near waterbodies)	MCM 4 Construction Site Runoff Control					
No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.7 & VI.E.4	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)			SWPPP Review Procedures completed (current MS4 Permit)	MCM 4 Construction Site Runoff Control					
				Part VI.D.7 Train SWPPP reviewers (1.5 years)									
No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.8	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)			Pre-construction meetings attended by SW Prog Coord, minutes shared	MCM 4 Construction Site Runoff Control	Review existing pre-construction procedures, write them up, share with others from Town, and file with other SWMP documents.	3/9/2021	X		



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No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.9 & VI.D.10	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (indentify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)				MCM 4 Construction Site Runoff Control	Review existing construction inspecton procedures, update as needed.	3/9/2021	X	
				Part VI.D.7 Train Construction site inspectors (1.5 years)								
				Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)			Town staff have received 4 hr E/SC training (3 staff 2019)	MCM 4 Construction Site Runoff Control	Review status 4 hr E/Sc training of all relevant staff, receive up-to-date training as needed	3/9/2021	X	
				Part VI.D.11 Update tracking system for inspections and complaints (6 months)								
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.10	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...				The public uses the Town stormwater website to communicate issues to SW Prog Coord. Follow up is immediate and documented	MCM 4 Construction Site Runoff Control	Continue to receive, immediately respond to, and document public complaints related to stormwater issues	3/0/2021	X	

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MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff						
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.a	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Stormwater Management Local Law adopted (current MS4 Permit)	MCM 5 Post Construction Stormwater Runoff Control				
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.b	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4				Equivalency of Stormwater Management Local Law certified by municipal attorney (current MS4 Permit)	MCM 5 Post Construction Stormwater Runoff Control				
No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.3	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)			Mapping completed in 2018 includes inventory of PCSMPs	MCM 5 Post Construction Stormwater Runoff Control	As projects are completed PCSMPs added to inventory	3/9/2021	X	
No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.5	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)								
MCM 6 - Municipal Operations/Good Housekeeping						MCM 6 - Municipal Operations/Good Housekeeping						
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.1 & VI.F.4.c	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI..F.3 Develop facility specific SWPPPs for high priority facilities (3 years)								

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No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.2.q	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)								
				Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)								
No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.a.	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 yeasers)				MCM 6 Muni Operation/Good Housekeeping	Continue to inspect and clean out catch basins as needed.	3/9/2021	X	
				Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)								
				Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								
No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.i.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs fir roadway maintenance, winter maintenance and bridge maintenance) (2 years)	1. Continue street sweeping (50% of 372 lane miles)	Goal Met		MCM 6 Muni Operation/Good Housekeeping	Continue street sweeping (50% of 372 lane miles)	3/9/2021	X	

Guilderland_T			MS4 Permit No: NYR20A211		Name(s) of SWMP Preparer(s): Ken d'Arpino and Nancy Heinzen		Evaluation Date: April 8, 2020				Other:		
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No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.iv.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair										
No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.c	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referrel to higher level inspection) (2 years)				MCM 6 Muni Operation/Good Housekeeping	Review inspection and maintenance procedures related to post-construction SMPs owned and/or maintained by Town, identify gaps, and determine next steps.	3/9/2021	X		
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.a	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)									
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.e	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions										

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No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.5	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)								
No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.6	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Complete facility self audits on ~5 facilities (BMPs identified and addressed)	Goal Met		MCM 6 Muni Operation/Good Housekeeping	Complete facility self audits on ~3 facilities (BMPs identified and addressed)	3/9/2021	X	
					2. Participate Coalition grant funded Form development for Municipal Self Audits; purchase and use of tablets.	Goal Met	Town stormwater staff is well trained in use of tablet, inspection form, and data retrieval. There is now routine use of tablet. (Town mapping staff provided in-house tablet training)	MCM 6 Muni Operation/Good Housekeeping	Transfer Verizon Wireless data plan from Coalition to Town	3/9/2021	X	X
				Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occuring, identify applicable BMPs for activities conducted, assessment) (1 years)								

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Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						
			Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6-Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)			NA					
				Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)								
				Part VIII..A.1 MCM 1: Provide additional timely educational messages to spspecified audiences; add supplemental education for commercial users (2 years)								
				Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritizezd municipal facilities (2 years)								
				Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								

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				Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Priorty and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicatble) (3 years)								
				Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								
				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								

***Stormwater Coalition of Albany County***

**Town of New Scotland  
New York**

**MS4 Permit No. NYR20A463**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**



New Scotland_T		MS4 Permit No: NYR20A463											DATA from AR2019 (3/2018 to 3/2019) and Other Sources										
MCM3		MCM 4							MCM5					MCM6									
# Map'd OF	9	# SWPPP Reviewed	5	Of active sites, # inspected once during reporting year	100% inspected (8 active sites)		# of Enforcement Actions - By Type		# of PCSMPs in Inventory	Total: 19 (1 Filter System 8 Infiltration Basins, 5 Open Channels, 5 Ponds)				Total # Muni Owned Facilities		1 Urbanized area							
% Map'd	100	# Constr Pmt Authorized	Total: 2	Of active sites, # inspected more than once during reporting year	100% Imore than once (8 active sites)		Verbal and/or email warning			Private: MS4 Owned:				# Muni Facility - To Assess - Tri Annual									
# ORIs	0		Private:	MS4 inspection procedures: frequency of CGP inspections?			Notice of Violation	1	# PCSMPs Inspected in Report'g Yr (By Whom?)	Total: 19 (1 Filter System 8 Infiltration Basins, 5 Open Channels, 5 Ponds)				# of Muni Facilities - Assessed- Report'g Yr									
# IDDE Detected	1		MS4 owned:	actual frequency (met? not met?)				Stop Work Order			Private: MS4 Owned:				Catch Basins	Total #	57 Urbanized 265 Town-wide						
# IDDE Confirmed	1			issues?				Court Action (Fines, Penalties)		Inspection issues?					Inspected	30							
# IDDE Eliminated	1	# Constr Pmt Active	Total: 8	# of construction site enforcement actions by MS4?	2		Withhold building permits, C of O		# PCSMPs Maintained in Report'g Yr (By Whom?)	Total: 19 (1 Filter System 8 Infiltration Basins, 5 Open Channels, 5 Ponds)					Cleaned, if necessary	30							
# IDDE Enforcmnt			Private:	by whom?				Contract Terminated			Private: MS4 Owned:				Sweeping	Lots: # acres	2						
Enforcement Type			MS4 owned:					Other	1	Maintenance Issues?					Streets:# Miles	140							
New Scotland_T		MS4 Permit No: NYR20A463			Name(s) of SWMP Preparer(s): Jeremy Cramer and Nancy Heinzen			Evaluation Date: April 16, 2020							Other:								
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No. 1	Part I. Permit Coverage and Limitations	Part I.B.1.	Administrative Requirements: All documentation necessary to demonstrate Eligibility																				
No. 2	Part II. Obtaining Permit Coverage	Part II.A	Administrative Requirements: Notice of Intent	Submit NOI to Continue Coverage (30 days)																			
No. 3	Part IV. Stormwater Management Program Requirements	Part IV.A.2	Administrative Requirements: Compliance Schedule and related reports																				
No. 4	Part IV. Stormwater Management Program Requirements	Part IV. B.1	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)																			

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				SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)								
No. 5	Part IV. Stormwater Management Program Requirements	Part IV.B.2	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	1. Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan, implement grant work plan, support Albany County as Lead Applicant of NYSDEC WQIP program grant.	Goal Met		Administrative	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan	3/9/2021	X	X
								Administrative	Research status and specifics of a Shared Services agreement between Town of New Scotland, Village of Voorheesville, Town of Guilderland, and Albany County for highway services related to stormwater management	3/9/2021		X
							Amended Coalition IMA to allow for dedicated staffing for 4 interested MS4s -T/New Scotland (2019)	Administrative				
No. 6		Part. IV.B.3	Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	1. Review and update Town of New Scotland MS4 Permit organizational chart as needed.	Goal Met		Administrative	Review and update Town of New Scotland MS4 Permit organizational chart as needed	3/9/2021	X	

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No. 7	Part IV. Stormwater Management Program Requirements	Part IV.F	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)			Enforcement procedures for Construction and IDDE completed, includes escalation options (current MS4 Permit)	Administrative				
				Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.A.	Administrative Requirements: Annual Evaluation					Administrative	Complete Annual Evaluation SWMP Update (April, 2020)	3/9/2021	X	X
No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.C.2	Administrative Requirements: Annual Reports					Administrative	Submit Annual Report by June 1, 2020	3/9/2021		X
No. 10		No Part No listed	Administrative Requirements: MS4 Correspondence with the Dept				Documentation of correspondence with Department routinely saved (electronic and hard copy)	Administrative	Continue to document correspondence with Department (electronic and hard copy)	3/9/2021	X	

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Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Part III.A.3	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards				SPDES Oil and Water Separator Permit for Discharge from Highway Garage to waterbody (Vly Creek watershed) involves special conditions as detailed in NYSDEC/Town correspondence. Proposed design requires additional data before final approval. Purpose of SPDES Permit -avoid Water Quality Standard violation	Administrative	Implement flow monitoring requirements (measurements and documentation), review OW Separator design implications, revise design as needed, construct OW Separator system pending final NYSDEC Central Office approval	3/9/2021	X	
Mapping						Mapping						
No. 12	Part IV. Stormwater Management Program Requirements	Part IV.C.	Mapping: Map of the MS4 co	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of conveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)	1. Add to T/New Scotland mapping data, location of water districts and sewer districts. Post on Coalition SwIM mapper.	Goal Unmet		Administrative	Add to T/New Scotland mapping data, location of water districts and sewer districts, and update storm system and program mapping (PCSMPs, outfalls). Post on Coalition SwIM mapper and include in ArcGIS Online applications.	3/9/2011	X	X

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MCM 1 - Public Education and Outreach						MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach		MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year) .								
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach	Part VI.A.1.	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines	1. Continue to maintain brochure rack with sw literature and include water quality message in promotion of Household Hazardous Waste Collection Day.	Goal Met		MCM 1 Public Education	Continue to maintain brochure rack with sw literature and include water quality message in promotion of Household Hazardous Waste Collection Day. NOTE: due to Covid19 restrictions May, 2020 Household Hazardous Waste Collection Day cancelled.	3/9/2021	X	
					2. Continue to use Town website and Facebook to promote stormwater related information.	Goal Met		MCM 1 Public Education	Continue to use Town website and Facebook to promote stormwater related information.	3/9/2021	X	
							No Goal. Additional Activity: Town of New Scotland Planning Board member and Stormwater Program Coordinator prepared a SWPPP Review training for CDRPC Local Government participants (~25 participants)	MCM 1 Public Education				

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MCM 2 - Public Participation						MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.1	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	1. Promote Coalition WAVE volunteer monitoring (post volunteer recruitment info/flyer on Town bulletin board; website; and Facebook)	Goal Met		MCM 2 Public Participation	Promote Coalition WAVE volunteer monitoring (post volunteer recruitment info/flyer on Town bulletin board; website; and Facebook). NOTE: Goal may change due to Covid19 restrictions	3/9/2021	X	X
				Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)								
				Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)								
No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.2	MCM 2 Public Participation: Public input comments received on SWMP and annual report		1. Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit. The Coalition role and Annual Report requirements may change depending on the release of the updated MS4 Permit and other considerations.	Goal Met		MCM 2 Public Participation	Post the DRAFT/FINAL Annual Report on Coalition website for public comment; post FINAL Annual Report on Town website, check and link websites (Coalition/Town) s needed, document and record public comments, if any.	3/9/2021	X	X

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MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.a	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism				Adopted IDDE Local Law (current MS4 Permit)					
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.b	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4				Equivalency of IDDE Local Law certified by municipal attorney (current MS4 Permit)					
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI..C.2	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implmentation of program (1 year)								
No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.3	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)								
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.a	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)								
				Part VI.C.4 Identify High Priority Outfalls (3 years)								

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No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Evaluate final count of updated Town MS4 outfalls and complete ORI inspections according to 20% per year requirements of current MS4 Permit using tablet and ArcGIS Online Survey123 form developed by the Coalition.	Goal Unmet		MCM 3 IDDE	Evaluate final count of updated Town MS4 outfalls and complete ORI inspections according to 20% per year requirements of current MS4 Permit using tablet and ArcGIS Online Survey123 form developed by the Coalition.	3/9/2021	X	X
				Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)								
No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b.iv	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)								
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.5	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)	1. Evaluate track down and elimination procedures completed previously, update as needed pending changes to MS4 Permit requirements	Goal Unmet	No upated MS4 Permit, no need to review existing procedures	MCM 3 IDDE	Evaluate track down procedures if MS4 Permit is reissued within upcoming reporting year.	3/8/2021	X	
				Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)								
No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.6	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)	1. Evaluate track down and elimination procedures completed previously, update as needed pending changes to MS4 Permit requirements	Goal Unmet	No upated MS4 Permit, no need to review existing procedures	MCM 3 IDDE	Evaluate elimination procedures if MS4 Permit is reissued within upcoming reporting year.	3/8/2021	X	



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MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.a	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Adopted Stormwater Management Local Law (current MS4 Permit)					
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.b	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4				Equivalency of Stormwater Management Local Law certified by municipal attorney (current MS4 Permit)					
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.4	MCM 4 Construction Site Runoff Control: Education materials on Construction program									
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.5	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elemnts not explicitly required by GP-0-15-003) (3 years)			Inventory up to date					
No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.6	MCM 4 Construction Site Runoff Control: Construction Site priority areas									
No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.7 & VI.E.4	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)	1. Continue to promote 4 hr E/SC courses (bulletin board)	Goal Met	SWPPP Review Procedures completed (current MS4 Permit)					

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					2. Continue Town oversight of Construction Activity permit requirements which is adequate; pending release of new MS4 Permit. Wiil continue current SWPPP review procedures.	Goal Met						
				Part VI.D.7 Train SWPPP reviewers (1.5 years)								
No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.8	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)								
No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.9 & VI.D.10	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (indentify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	1. Continue to monitor status of PCSMP signage, particularly as active construction sites move towards terminating Construction General Permit coverage.	Goal Met		MCM	Continue to monitor status of PCSMP signage, particularly as active construction sites move towards terminating Construction General Permit coverage.	3/9/2021	X	
							Construction inspection procedures completed (current MS4 Permit)					
				Part VI.D.7 Train Construction site inspectors (1.5 years)								

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				Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)				MCM 4 Construction Site Run Off Control	Continue to promote 4 hr E/SC courses (bulletin board)	3/9/2021	X	
				Part VI.D.11 Update tracking system for inspections and complaints (6 months)								
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.10	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...				Public complaints regarding construction sites documented (name, date, location)	MCM 4 Construction Site Run Off Control	Document public complaints regarding construction sites (name, date, location, follow-up)	3/9/2021	X	
MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff						
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.a	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Adopted Stormwater Management Local Law (current MS4 Permit)					
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.b	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4				Equivalency of Stormwater Management Local Law certified by municipal attorney (current MS4 Permit)					

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No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.3	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)	1. Will update oversight of O & M process so that before Notice Of Termination is signed by Town, the SW Prog Coordinator/SMO will require PC SMP signage and that maintenance requirements are filed with deed (practice kept; inspected annually; and maintained)	Goal Met						
								MCM 5 Post Construction Stormwater Runoff	Update PCSMP Inventory, review items tracked, revise as needed	3/9/2021	X	
No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.5	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)				MCM 5 Post Construction Stormwater Runoff	Review inventory of privately owned PCSMPs, update contact information, review status of operations and maintenance of practices, secure and file inspection reports, follow up as needed.	3/9/2021	X	
MCM 6 - Municipal Operations/Good Housekeeping						MCM 6 - Municipal Operations/Good Housekeeping						
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.1 & VI.F.4.c	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI..F.3 Develop facility specific SWPPPs for high priority facilities (3 years)								
No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.2.q	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)								

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				Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)								
No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.a.	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 yeasers)				MCM 6 Municipal Operations/Good Housekeeping	Collect catch basin inspection, clean out data for Annual Report	3/9/2021	X	
				Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)								
				Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								
No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.i.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs fir roadway maintenance, winter maintenance and bridge maintenance) (2 years)				MCM 6 Municipal Operations/Good Housekeeping	Collect street sweeping and parking lot data for Annual Report	3/9/2021	X	
No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.iv.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair									

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No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.c	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referral to higher level inspection) (2 years)			Town owned PCSMPS routinely maintained according O & M requirements	MCM 6 Municipal Operations/Good Housekeeping	Explore use of tablet to complete inspection of Town owned PCSMPS, use tablet if convenient	3/9/2021	X	X
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.a	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)			Inventory of municipal facilities up-to-date (current MS4 Permit)					
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.e	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									
No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.5	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)								
No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.6	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Implement SPDES Permit for Oil and Water Separator at Highway Garage (construction).	Goal Partially Met	Multiple regulatory concerns with potential SPDES Permit for O/W Separator (ongoing)	MCM 6 Municipal Operations/Good Housekeeping	See Special Conditions			

New Scotland_T		MS4 Permit No: NYR20A463		Name(s) of SWMP Preparer(s): Jeremy Cramer and Nancy Heinzen		Evaluation Date: April 16, 2020				Other:		
Coalition SWMP April, 2019 Annual Eval Document						Coalition SWMP April, 2020 Annual Evaluation						
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MS4Webs: BMP Detail   MCM [Text: No. ]	Part Title.	Permit Section No.	Required Record	Deliverable	Town of New Scotland	2019/2020 Activity-Measurable Goal Met?	Comments	BMP Category	Goal	Due Date	MS4	Coalition
					2. Evaluate Third Party Certification requirements described in DRAFT MS4 permit. Update forms for vendors, as needed.	Goal Unmet	MS4 Permit not reissued	MCM 6 Municipal Operations/Good Housekeeping	If MS4 Permit reissued, evaluate Third Party Certification requirements update forms for vendors, as needed.	3/9/2021	X	
					3 Time permitting, conduct training about Clean Water Act for Town/Planning Board members.	Goal Met	Town participated in Coalition Stormwater Training Blitz, Town/Planning Board members received training.	MCM 6 Municipal Operations/Good Housekeeping				
				Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occurring, identify applicable BMPs for activities conducted, assessment) (1 years)								
Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						
			Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6- Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)			Not Applicable					
				Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)								

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				Part VIII..A.1 MCM 1: Provide additional timely educational messages to specified audiences; add supplemental education for commercial users (2 years)								
				Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritized municipal facilities (2 years)								
				Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								
				Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Priority and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicatble) (3 years)								
				Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								
				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								



***Stormwater Coalition of Albany County***

**Village of Voorheesville  
New York**

**MS4 Permit No. NYR20A210**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**

Voorheesville_V		MS4 Permit No: NYR20A210		DATA from AR2019 (3/2018 to 3/2019) and Other Sources Updated for 2020 April SWMP Update									
MCM3								MCM5		MCM6			
# Map'd OF	28	0	Of active sites, # inspected once during reporting year	0% (0 active sites)	# of Enforcement Actions - By Type		# of PCSMPs in Inventory		Total: 2 (1 Infiltration Basin; 1 Pond)		Total # Muni Owned Facilities	10	
% Map'd	100	Total: 0	Of active sites, # inspected more than once during reporting year	0% (0 active sites)	Verbal and/or email warning			Private	# Muni Facility - To Assess - Tri Annual				
# ORIs	5	Private:	MS4 inspection procedures: frequency of CGP inspections?		Notice of Violation			MS4 Owned	# of Muni Facilities - Assessed- Report'g Yr				
# IDDE Eliminated	0	MS4 owned:	actual frequency (met? not met?)		Stop Work Order		# PCSMPs Inspected in Report'g Yr (By Whom?)	Private	Catch Basins	Total \$	331		
# IDDE Enforcmnt	0		issues?		Court Action (Fines, Penalties			MS4 Owned		Inspected			
Enforcmnt Type		Total: 0	# of construction site enforcement actions by MS4?	NA	Withhold building permits, C of O		Issues?			Cleaned, If Necessary			
		Private:	by whom?		Contract Terminated		# PCSMPs Maintained in Report'g Yr (By Whom?)	Private	Sweeping	Lots: # acres	2		
		MS4 owned:			Other			MS4 Owned		Streets:# Miles	11		
Voorheesville_V		MS4 Permit No: NYR20A210		Name(s) of SWMP Preparer(s): Frank Fazio and Nancy Heinzen			Evaluation Date: April 14, 2020					Other:	
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No. 1	Part I. Permit Coverage and Limitations	Administrative Requirements: All documentation necessary to demonstrate Eligibility											
No. 2	Part II. Obtaining Permit Coverage	Administrative Requirements: Notice of Intent	Submit NOI to Continue Coverage (30 days)										
No. 3	Part IV. Stormwater Management Program Requirements	Administrative Requirements: Compliance Schedule and related reports											

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No. 4	Part IV. Stormwater Management Program Requirements	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)								
			SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)								
No. 5	Part IV. Stormwater Management Program Requirements	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)			Voorheesville joined Coalition (~August, 2019)	Administrative				
						Amended Coalition IMA to include dedicated staff person for 4 interested MS4s (December, 2019)	Administrative				
No. 6		Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)			Completed organizational chart (2019)	Administrative	Review training needs of Voorheesville staff and officials noted on organizational chart, provide training	3/9/2021	X	X

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No. 7	Part IV. Stormwater Management Program Requirements	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)								
			Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Administrative Requirements: Annual Evaluation					Administrative	Complete Annual Evaluation and SWMP Update (April/May, 2020)	3/9/2021	X	X
No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Administrative Requirements: Annual Reports					Administrative	Submit Annual Report by June 1, 2021	3/9/2021	X	X
No. 10		Administrative Requirements: MS4 Correspondence with the Dept				Correspondence with EPA and DEC on file in electronic folder and hard copy	Administrative	Review and organize all MS4 related Correspondence with DEC and EPA.	3/9/2021	X	

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Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards										
Mapping						Mapping						
No. 12	Part IV. Stormwater Management Program Requirements	Mapping: Map of the MS4 conveyance system	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of conveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)				Reviewed historic outfall maps (Coalition and Village consultant); clarified status of all outfalls; removed outfalls from inventory and documented removal decision (dry wells, PCSMPs, culverts, discharge to lawn areas)	Mapping	Create a hard copy of current, corrected outfall data to use in the field to guide and complete outfall inspections (ORI inventory)	3/9/2021	X	X
								Mapping	Integrate updated outfall data into GIS format for posting on SwIM application and integration with Survey123 ORI forms (depending on Coalition capacity)	3/9/2021	X	X

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							Mapping	Integrate stormwater program mapping (municipal facility boundaries, PCSMPS) into GIS format for posting on SwIM application and integration with Survey123 municipal facility forms and PCSMP forms (depending on Coalition capacity)	3/9/2021	X	X
MCM 1 - Public Education and Outreach					MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach	MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year) .								
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines	1. The Village will continue with its Village Green Clean Day and Hazardous Household Waste Collection Day (AR2019 MCM 1 Goal 1)	Goal Met		MCM 1 Public Education	In promotional material, explain water quality benefits of Village Green Clean Day and Hazardous Household Waste Collection Day. NOTE: Activities may be cancelled (Covid-19)	3/9/2021	X	
				2. Continue to participate in the Clean the Stream Day (AR2019 MCM 1 Goal 2)	Goal Met						
				3. Work with the Village Fire Dept on the adopt a highway day. (AR2019 MCM 1 Goal 3)	Goal Met						

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				4. Continue to mail out and put on the website our newsletters (AR2019 MCM 1 Goal 4)		Goal Met	Stormwater runoff and impact of climate change on runoff frequency and volume explained, along with water quality impacts	MCM 1 Public Education	Write newsletter article which is mailed out and posted on Village website. Content: Pollutants of Concern related to residential land use. Behaviors to address pet waste, car washing, fertilizer use. Two articles (Spring and Fall)	3/8/2021	X	
MCM 2 - Public Participation						MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one oppportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	1. The Village will continue with its Village Green Clean Day and Hazardous Household Waste Collection Day (AR2019 MCM 2 Goal 1)		Goal Met		MCM 2 Public Participation	Continue with its Village Green Clean Day and Hazardous Household Waste Collection Day, if held.	3/9/2021	X	
				2. Continue to participate in the Clean the Stream Day (AR2019 MCM 2 Goal 2)		Goal Met		MCM 2 Public Participation	Continue with Voorheesville Clean the Stream Day, if held (Covid-19)	3/9/2021	X	
				3. Continue the adopt a highway day. (AR2019 MCM 2 Goal 3)		Goal Met		MCM 2 Public Participation	Continue with Adopt-A-Highway day, if held (Covid-19)	3/9/2021	X	
			Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)									

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			Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)				MCM 2 Public Participation	Review Point of Contact for stormwater management information, check publicity regarding public contact, update as needed.	3/9/2021	X	
No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	MCM 2 Public Participation: Public input comments received on SWMP and annual report					MCM 2 Public Participation	Post DRAFT/FINAL Annual Report on Coalition and Village website, solicit public comments, track comments. Check links Village - Coalition websites.	3/9/2021	X	X
MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)					MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism				Adopted IDDE Local Law (current MS4 Permit)	MCM 3 IDDE				
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4				Equivalency of adopted IDDE Local Law certified by municipal attorney (current MS4 Permit)	MCM 3 IDDE				



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No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implementation of program (1 year)								
No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)								
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)								
			Part VI.C.4 Identify High Priority Outfalls (3 years)								
No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Establish a program and schedule for ORI screening for dry weather discharges (AR2019 MCM 3 Goal 1)	Goal Met	See Mapping for details about outfall mapping and data corrections	MCM 3 IDDE	Complete ORI of outfalls not examined in 2019 (estimated 23 ORIs)	3/9/2021	X	
				2. Monitor for illicit discharges and take action when necessary (AR2019 MCM 3 Goal 2)	Goal Met	No illicit discharges	MCM 3 IDDE	Monitor for illicit discharges and take action when necessary	3/9/2021	X	

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			Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)									
No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)					MCM 3 IDDE	Research status of existing outfall inspection procedures, update as needed	3/9/2021	X	
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)					MCM 3 IDDE	Research status of existing track down procedures, update as needed	3/9/2021	X	
			Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)									
No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)					MCM 3 IDDE	Research status of elimination procedures, update as needed	3/9/2021	X	

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MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)				Adopted Stormwater Management Local Law (current MS4 Permit)	MCM 4 Construction Site Runoff Control				
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4					Equivalency of adopted Stormwater Management Local Law certified by municipal attorney (current MS4 Permit)	MCM 4 Construction Site Runoff Control				
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Education materials on Construction program										
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elemnts not explicitly required by GP-0-15-003) (3 years)									
No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Construction Site priority areas										

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No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)	1. Stormwater Management Officer to review stormwater related construction projects for conformance with General Permit requirements. (AR2019 MCM 4 Goal 1)	Goal Met	Reviewed active sites, but none required Construction Activity Permit.	MCM 4 Construction Site Runoff Control	Research status of existing SWPPP Review procedures, integrate with Village organizational chart, update as needed	3/9/2021	X	
							MCM 4 Construction Site Runoff Control	Stormwater Management Officer reviews Construction Activity SWPPPs in consultation with consultant as detailed in SWPPP Review Procedures	3/9/2021	X	
				2. Visit and review conditions for construction sites as needed. (AR2019 MCM 4 Goal 2)	Goal Met	Some sites examined for E&SC					
			Part VI.D.7 Train SWPPP reviewers (1.5 years)								
No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)				MCM 4 Construction Site Runoff Control	Research status of pre-construction meeting/inspection procedures, integrate with Village organizational chart, update as needed	3/9/2021	X	

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No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (indentify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)				MCM 4 Construction Site Runoff Control	Research status of existing construction inspection, enforcement, and other contruction activity procedures named in current MS4 Permit, integrate with Village organizational chart, update as needed	3/9/2021	X	
			Part VI.D.7 Train Construction site inspectors (1.5 years)				MCM 4 Construction Site Runoff Control	Village Stormwater Management Officer reviews SWPPP inspection reports, conducts onsite visits as needed, implements enforcement as needed.	3/9/2021	X	
			Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)								
			Part VI.D.11 Update tracking system for inspections and complaints (6 months)								

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No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...						MCM 4 Construction Site Runoff Control	Research status of construction related complaint procedures, integrate with Village organizational chart, update as needed	3/9/2021	X	
MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff						
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)				Adopted Stormwater Management Local Law (current MS4 Permit)					
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4					Equivalency of adopted Stormwater Management Local Law certified by municipal attorney (current MS4 Permit)					
No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)	1. Update post construction practice inventory map (AR2019 MCM 5 Goal 1)		Goal Met		MCM 5 Post Construction Stormwater Runoff	Review status of previously approved SWPPPs, locate historic inventory of all practices referenced in O & M documentation (private and public PCSMPs), clarify name of PCSMP owner, follow up as indicated in current MS4 Permit	3/9/2021	X	

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No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	1. Perform inspection of post construction practices (AR2019 MCM 5 Goal 2)		Goal Met						
				2. Perform staff training for pos-construction practices (AR2019 MCM 5 Goal 3)		Goal Met						
MCM 6 - Municipal Operations/Good Housekeeping						MCM 6 - Municipal Operations/Good Housekeeping						
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI..F.3 Develop facility specific SWPPPs for high priority facilities (3 years)									
No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)									
			Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)				Participated in Coalition Stormwater Training Blitz, extensive training of Voorheesville staff and officials.	MCM 6 Municipal Operations/Good Housekeeping	Perform staff training for pos-construction practices	3/9/2021	X	

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No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 yeasers)				MCM 6 Municipal Operations/Good Housekeeping	Review procedures for catch basin inspection/maintenance, develop record keeping system and inspection/clean out schedule	3/9/2021	X	
			Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)								
			Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								
No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs fir roadway maintenance, winter maintenance and bridge maintenance) (2 years)				MCM 6 Municipal Operations/Good Housekeeping	Track street sweeping data (parking lots and streets) for Annual Report	3/9/2021	X	
No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair									



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No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referral to higher level inspection) (2 years)				MCM 6 Municipal Operations/Good Housekeeping	Perform inspection of post construction practices owned by Village, maintain as needed.	3/9/2021	X	
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)				MCM 6 Municipal Operations/Good Housekeeping	Review all Village owned properties and update list of municipal facilities included in self audit inventory, as needed	3/9/2021	X	
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									
No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)								

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No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Perform self assessment at municipal facilities (AR2019 MCM 6 Goal 1)		Goal Met		MCM 6 Municipal Operations/Good Housekeeping	Perform municipal facility/ operations self assessment at municipal facilities	3/9/2021	X	
			Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occurring, identify applicable BMPs for activities conducted, assessment) (1 years)	1. Review BMPs with Public Works Department (AR2019 MCM 6 Goal 2)		Goal Met		MCM 6 Municipal Operations/Good Housekeeping	With Public Works Department monitor implementation of named facility specific corrections (BMPs), follow up as needed.	3/9/2021	X	
Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						
		Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6- Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)				NA					
			Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)									
			Part VIII..A.1 MCM 1: Provide additional timely educational messages to spspecified audiiences; add supplemental education for commercial users (2 years)									

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			Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritizezd municipal facilities (2 years)								
			Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								
			Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Prioirty and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicatble) (3 years)								
			Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								
			Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								

***Stormwater Coalition of Albany County***

**City of Watervliet  
New York**

**MS4 Permit No. NYR20A087**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**

Watervliet_C		MS4 Permit No: NYR20A087													DATA from AR2019 (3/2019 to 3/2020) and Other Sources												
MCM3		MCM 4										MCM5					MCM6										
# Map'd OF	77	# SWPPP Reviewed	0	Of active sites, # inspected once during reporting year	0% (0 active)	# of Enforcement Actions - By Type			# of PCSMPs in Inventory	Total: 42 (3 Other)		Total # Muni Owned Facilities	14														
% Map'd	100	# Constr Pmt Authorized	Total: 0	Of active sites, # inspected more than once during reporting year	0% (0 active)	Verbal and/or email warning				Private: 3	# Muni Facility - To Assess - Tri Annual		7														
# ORIs	49		Private:	MS4 inspection procedures: frequency of CGP inspections?		Notice of Violation				MS4 Owned: 42	# of Muni Facilities - Assessed- Report'g Yr		0														
# IDDE Eliminated	0		MS4 owned:	actual frequency (met? not met?)		Stop Work Order	# PCSMPs Inspected in Report'g Yr (By Whom?)			Private	Catch Basins	Total \$	562														
# IDDE Enforcmnt				issues?		Court Action (Fines, Penalties				MS4 Owned : 42		Inspected	29														
Enforcmnt Type		# Constr Pmt Active	Total: 0	# of construction site enforcement actions by MS4?		Withhold building permits, C of O						Cleaned, if necessary	29														
			Private:	by whom?		Contract Terminated	# PCSMPs Maintained in Report'g Yr (By Whom?)			Private	Sweeping	Lots: # acres	17														
			MS4 owned:			Other				MS4 Owned: 42		Streets:# Miles	918														
Watervliet_C		MS4 Permit No: NYR20A087			Name(s) of SWMP Preparer(s): Dave Dressel and Nancy Heinzen				Evaluation Date: April 7, 2020					Other:													
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No. 1	Part I. Permit Coverage and Limitations	Part I.B.1.	Administrative Requirements: All documentation necessary to demonstrate Eligibility																								
No. 2	Part II. Obtaining Permit Coverage	Part II.A	Administrative Requirements: Notice of Intent	Submit NOI to Continue Coverage (30 days)																							
No. 3	Part IV. Stormwater Management Program Requirements	Part IV.A.2	Administrative Requirements: Compliance Schedule and related reports																								

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No. 4	Part IV. Stormwater Management Program Requirements	Part IV. B.1	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)								
				SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)								
No. 5	Part IV. Stormwater Management Program Requirements	Part IV.B.2	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	1. Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan, implement grant work plan, support Albany County as Lead Applicant of NYSDEC WQIP program grant.	Goal Met		Administrative	Maintain representation on the Coalition Board of Directors; decide budget (staffing, operation expenses), pay dues, attend Working Group meetings; implement Coalition work plan	3/9/2021	X	X
							No Goal. Other Activities: City f Watervliet has a shared services agreement with V/Menands, C/Cohoes, and V/Green Island. Includes stormwater services	Administrative				

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							No Goal. Other Activities: Updated the Coalition IMA so that interested MS4s can share a staff person dedicated to implementing their program. Job Title: Coaliton Stormwater Program Technician - shared between 4 MS4s, one is C/Watervliet.	Administrative	Secure Stromwater Program Tech staffing for Wvliet	12/31/2020	X	X
No. 6		Part. IV.B.3	Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	1. Update organizational chart	Goal Met		Administrative	Update organizational chart as needed	3/9/2021	X	
No. 7	Part IV. Stormwater Management Program Requirements	Part IV.F	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)			Wvliet completed a Procedures and Forms Compendium (April, 2016) which includes several Enforcement Response Plan requirements (current MS4 Permit requirements)					
				Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.A.	Administrative Requirements: Annual Evaluation					Administrative	Complete Annual Evaluation - SWMP Update (May, 2020)	6/1/2020	X	X
No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.C.2	Administrative Requirements: Annual Reports					Administrative	Complete Annual Report by June 1, 2020	6/1/2020	X	X

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No. 10		No Part No listed	Administrative Requirements: MS4 Correspondence with the Dept					Administrative	Review existing Department correspondence, organize, and retai <sup>o</sup> n as needed.	3/9/2021	X	
Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Part III.A.3	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards				No Water Quality violations for City related to MS4					
Mapping						Mapping						
No. 12	Part IV. Stormwater Management Program Requirements	Part IV.C.	Mapping: Map of the MS4 co	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of convveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)			Completed storm, combined, and other mapping (~2018)	Mapping	Continue to update all relevant infrastructure mapping as projects are completed.	3/9/2021	X	X



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MCM 1 - Public Education and Outreach						MCM 1 - Public Education and Outreach						
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach		MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year) .								
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1- Public Education and Outreach	Part VI.A.1.	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines	1. Continue to distribute stormwater literature Keep Vliet Neat Day and Electronic Waste Collection Day.	Goal Met		MCM 1 Public Education	Continue to distribute stormwater literature to Keep Vliet Neat Day, Electronic Waste Collection Day, or other venues.	3/9/2021	X	
					2. Continue to maintain stormwater brochure rack; replenish as needed.	Goal Met		MCM 1 Public Education	Continue to maintain stormwater brochure rack; replenish as needed.	3/9/2021	X	
								MCM 1 Public Education	Mail informational flyer in water bills regarding what to NOT flush, references water quality	3/9/2021	X	

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MCM 2 - Public Participation						MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.1	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	1. Support and track # of volunteers who participate in Keep Vliet Neat Day	Goal Met		MCM 2 Public Participaion	Support and track # of volunteers who participate in Keep Vliet Neat Day or similar event	3/9/2021	X	
					2. Support Coalition WAVE monitoring- post volunteer recruitment flyer	Goal Met	Flyer posted at City Hall	MCM 2 Public Participaion	Support Coalition WAVE monitoring- post volunteer recruitment flyer if organized	3/9/2021	X	
					3. Support a City wide tree planting event scheduled for Spring, 2019. An estimated 56 trees will be planted on the same day by volunteers and City staff. This beautification project will also help to protect water quality and reduce stormwater runoff.	Goal Met	? Trees planted, ? Volunteer, ? Event date	MCM 2 Public Participaion	Support a City wide tree planting event scheduled for 2020-multiple volunteers, pitch water quality benefits	3/9/2021	X	

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				Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)								
				Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)								
No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.2	MCM 2 Public Participation: Public input comments received on SWMP and annual report		1. Continue to post the DRAFT/FINAL Annual Report on a website for public comment and post the location of the SWMP as required by the MS4 Permit. The Coalition role and Annual Report requirements may change depending on the release of the updated MS4 Permit and other considerations.	Goal Met		MCM 2 Public Participation	Continue to post the DRAFT/FINAL Annual Report on City and Coalition website for public comment and post the location of the SWMP as required by the MS4 Permit.	3/9/2021	X	X
					2. Post FINAL Annual Report on City of Watervliet Water and Sewer web page.	Goal Met		MCM 2 Public Participation	2. Post FINAL Annual Report on City of Watervliet Water and Sewer web page.	3/9/2021	X	

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MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.a	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism				Local Law adopted (current MS4 Permit)	MCM 3 IDDE				
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.b	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4				Equivalency of Local Law signed by MS4 attorney (current MS4 Permit)	MCM 3 IDDE				
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI..C.2	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implmentation of program (1 year)								
No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.3	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)								
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.a	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)								
				Part VI.C.4 Identify High Priority Outfalls (3 years)								

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No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Complete ORIs for 20% of total outfalls (new total 77)	Goal Met	ORI'd all MS4 outfalls resulting from updated storm/combined mapping	MCM 3 IDDE	Complete ORI	3/9/2021	X	X
				Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)				MCM 3 IDDE	Train dedicated SW Prog Tech in ORI methods and IDDE program	3/9/2021	X	X
No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b.iv	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)			C/Watervliet completed a Procedures and Forms Compendium (April, 2016) which includes outfall inspection procedures (current MS4 Permit requirements)					
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.5	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)			C/Watervliet completed a Procedures and Forms Compendium (April, 2016) which includes track down procedures (current MS4 Permit requirements)					
				Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)								

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No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.6	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)	1. Continue to investigate and eliminate suspicious discharges to the stormwater system.		C/Watervliet completed a Procedures and Forms Compendium (April, 2016) which includes elimination procedures (current MS4 Permit requirements)					
MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.a	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Local Law adopted (current MS4 Permit)					
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.b	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4				Equivalency of Local Law signed by MS4 attorney (current MS4 Permit)					
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.4	MCM 4 Construction Site Runoff Control: Education materials on Construction program									
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.5	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elemnts not explicitly required by GP-0-15-003) (3 years)	1. For 2019/2020 no new initiatives planned, no new projects. Will continue to maintain oversight of Construction Permit.	Goal Met		MCM 4 Construction Run Off Control	Continue to update construction site inventory, as needed.	3/9/2021	X	

Watervliet_C		MS4 Permit No: NYR20A087		Name(s) of SWMP Preparer(s): Dave Dressel and Nancy Heinzen		Evaluation Date: April 7, 2020					Other:	
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No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.6	MCM 4 Construction Site Runoff Control: Construction Site priority areas									
No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.7 & VI.E.4	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)			C/Watervliet completed a Procedures and Forms Compendium (April, 2016) which includes SWPPP Review procedures (current MS4 Permit requirements)					
				Part VI.D.7 Train SWPPP reviewers (1.5 years)								
No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.8	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)			C/Watervliet completed a Procedures and Forms Compendium (April, 2016) which includes pre-construction inspection/meeting procedures, includes form.					
No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.9 & VI.D.10	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (indentify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)			C/Watervliet completed a Procedures and Forms Compendium (April, 2016) which includes construction inspection procedures, includes form (current MS4 Permit requirements).					

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				Part VI.D.7 Train Construction site inspectors (1.5 years)								
				Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)								
				Part VI.D.11 Update tracking system for inspections and complaints (6 months)								
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.10	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...				C/Watervliet completed a Procedures and Forms Compendium (April, 2016) which includes public complaint procedures (current MS4 Permit requirements).					



Watervliet_C			MS4 Permit No: NYR20A087		Name(s) of SWMP Preparer(s): Dave Dressel and Nancy Heinzen		Evaluation Date: April 7, 2020					Other:	
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MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff							
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.a	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)			Local Law adopted (current MS4 Permit)						
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.b	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4				Equivalency of Local Law signed by MS4 attorney (current MS4 Permit)						
No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.3	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)			Storm system mapping included post construction practices, inventory current as of 2018, no changes since 2018						
No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.5	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	1. Inspect Price Chopper and Route 32 SMPs.	Goal Unmet		MCM 5 Post Construction Runoff Control	Inspect Price Chopper and Route 32 SMPs.	3/9/2021	X	X	

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MCM 6 - Municipal Operations/Good Housekeeping						MCM 6 - Municipal Operations/Good Housekeeping						
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.1 & VI.F.4.c	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI..F.3 Develop facility specific SWPPPs for high priority facilities (3 years)								
No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.2.q	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)								
				Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)								
No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.a.	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 yeasers)	1. Clean 1/3 of catch basins (CSO and MS4).	Goal Unmet	Difficulties with scheduling and securing vac truck. ~30 catch basins cleaned	MCM 6 Muni Operations/Good Housekeeping	Clean 1/3 of catch basins (CSO and MS4).	3/9/2021	X	
				Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)								
				Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								

Watervliet_C		MS4 Permit No: NYR20A087		Name(s) of SWMP Preparer(s): Dave Dressel and Nancy Heinzen		Evaluation Date: April 7, 2020				Other:		
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MS4Webs: BMP Detail   MCM [Text: No. ]	Part Title.	Permit Section No.	Required Record	Deliverable	City of Watervliet	2019/2020 Activity- Measurable Goal Met?	Comments	BMP Category	Goal	Due Date	MS4	Coalition
No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.i.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs fir roadway maintenance, winter maintenance and bridge maintenance) (2 years)	1. Record street sweeping data as required by current MS4 Permit.	Goal Met		MCM 6 Muni Operations/Good Housekeeping	1Record street sweeping data as required by current MS4 Permit.	3/9/2021	X	
No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.iv.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair									
No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.c	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referrel to higher level inspection) (2 years)								
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.a	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)			Inventory of municipal owned facility updated as part of storm/combined mapping project (2018)					
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.e	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									

Watervliet_C		MS4 Permit No: NYR20A087		Name(s) of SWMP Preparer(s): Dave Dressel and Nancy Heinzen		Evaluation Date: April 7, 2020				Other:		
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No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.5	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)								
No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.6	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Reassess all municipal facility using Facility Self Audit form developed by Coalition; reviewing previous BMP Summary Sheets; new BMP sheets will be developed	Goal Unmet		MCM 6 Muni Operations/Good Housekeeping	Reassess all municipal facility using Facility Self Audit form developed by Coalition; reviewing previous BMP Summary Sheets; new BMP sheets will be developed. Assisted by shared Stormwater Program Tech	3/9/2021	X	X
				Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occuring, identify applicable BMPs for activities conducted, assessment) (1 years)								
Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						
			Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6- Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)			NA					
				Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)								

Watervliet_C		MS4 Permit No: NYR20A087		Name(s) of SWMP Preparer(s): Dave Dressel and Nancy Heinzen		Evaluation Date: April 7, 2020					Other:	
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				Part VIII..A.1 MCM 1: Provide additional timely educational messages to spspecified audiienes; add supplemental education for commercial users (2 years)								
				Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritizezd municipal facilities (2 years)								
				Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								
				Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Prioirty and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicatble) (3 years)								
				Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								
				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								

***Stormwater Coalition of Albany County***

**Stormwater Coalition  
(administration & office operations)**

**Annual Evaluation  
(April, 2020)**

**Storm Water Management Program Plan  
(BMPs and Measurable Goals)  
2020 to 2021**

Stormwater Coalition														MS4 Permit No: NONE				DATA from AR2019 (3/2018 to 3/2019) and Other Sources; NOT APPLICABLE									
MCM3				MCM 4										MCM5						MCM6							
# Map'd OF				# SWPPP Reviewed				Of active sites, # inspected once during reporting year						# of Enforcement Actions - By Type				# of PCSMPs in Inventory		Total: 0 (Alternative Practices, Infiltration Basins)				Total # Muni Owned Facilities			
% Map'd				# Constr Pmt Authorized		Total:		Of active sites, # inspected more than once during reporting year						Verbal and/or email warning						Private: MS4 Owned:		# Muni Facility - To Assess - Tri Annual					
# ORIs						Private:		MS4 inspection procedures: frequency of CGP inspections?						Notice of Violation				# PCSMPs Inspected in Report'g Yr (By Whom?)		Total: 3 (3-Other)				# of Muni Facilities - Assessed- Report'g Yr			
# IDDE Detected						MS4 owned:		actual frequency (met? not met?)						Stop Work Order						Private: MS4 Owned:		Catch Basins		Total #			
# IDDE Confirmed								issues?						Court Action (Fines, Penalties				Inspection issues?						Inspected			
# IDDE Eliminated				# Constr Pmt Active		Total:		# of construction site enforcement actions by MS4?						Withhold building permits, C of O				# PCSMPs Maintained in Report'g Yr (By Whom?)		Total: 0 (Alternative Practices, Infiltration Basins)				Cleaned			
# IDDE Enforcmnt						Private:		by whom?						Contract Terminated						Private: MS4 Owned:		Sweeping		Lots: # acres			
Enforcement Type						MS4 owned:								Other				Maintenance issues?						Streets:# Miles			
Stormwater Coalition				MS4 Permit No: NONE				Name(s) of SWMP Preparer(s): Nancy Heizen				Evaluation Date: April 15, 2020										Other:					
Coalition SWMP April, 2019 Annual Eval Document														Coalition SWMP April, 2020 Annual Evaluation													
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No. 1		Part I. Permit Coverage and Limitations	Part I.B.1.	Administrative Requirements: All documentation necessary to demonstrate Eligibility																							
No. 2		Part II. Obtaining Permit Coverage	Part II.A	Administrative Requirements: Notice of Intent	Submit NOI to Continue Coverage (30 days)																						
No. 3		Part IV. Stormwater Management Program Requirements	Part IV.A.2	Administrative Requirements: Compliance Schedule and related reports																							
No. 4		Part IV. Stormwater Management Program Requirements	Part IV. B.1	Administrative Requirements: SWMP Coordinator	Designate a SWMP Coordinator (30 days)																						

Stormwater Coalition			MS4 Permit No: NONE		Name(s) of SWMP Preparer(s): Nancy Heinzen		Evaluation Date: April 15, 2020				Other:	
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				SWMP Coordinator receives 4 hours stormwater management training of Department endorsed training in stormwater management and the requirements of this permit (1year)								
No. 5	Part IV. Stormwater Management Program Requirements	Part IV.B.2	Administrative Requirements: Inter-municipal agreements and other legal authorities	Update agreements with 3rd party contractors, coalitions or other entities where resources are shared (1 year)	1. Continue with Coalition management as itemized in IMA/MOU	Goal Met		Administrative	Continue with Coalition management as itemized in 2019 amended IMA/MOU (Board mtgs, Working Group meetings, budgeting, workplan, contract management, staffing, purchasing, basic services)	3/9/2021		X
					2. Address long term funding and staffing concerns related to current dependence on grant funds which support the use of GIS mapping technology. Consider carefully DRAFT MS4 Permit language regarding Shared Resources. Take action as determined by Board.	Goal Met	County agreed to supplement Coalition budget (support Coalition staffing for GIS Coordinator).					
					3. Track NYSDEC release of revised "new: MS4 Permit; take action as needed	Goal Met	New' MS4 Permit not released, no action.					
					4. Support individual MS4s audited by EPA and/or DEC	Goal Met	EPA Audit: T/Bethlehem. Coalition provided overview- what to expect. DEC Audit: Village of Menands. Coalition provided overview, helped prep for facility inspection.					



Stormwater Coalition		MS4 Permit No: NONE		Name(s) of SWMP Preparer(s): Nancy Heinzen		Evaluation Date: April 15, 2020				Other:		
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No. 6		Part. IV.B.3	Administrative Requirements: Staffing and staff development programs and organization charts	Develop staffing plan/organizational chart (6 months)	1. Secure adequate and more stable funding to support Coalition staff.	Goal Met	Coalition IMA amended to support funding for dedicated staff person - 4 MS4s. County agreed to supplement Coalition budget (support Coalition staffing for GIS Coordinator).	Administrative	Hire Coalition GIS Coordinator NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X
					2. Update job specs to match the DRAFT MS4 Permit and member needs post NYSDEC Mapping Grant funding.	Goal Partially Met	Two Job Classifications updated and approved by County Civil Service: GIS Coordinator & Coalition Stormwater Program Technician (PT). Third Job Classification Coalition Outreach Specialist - DRAFT Only	Administrative	Hire/train Coalition Stormwater Program Technician (PT- dedicated staff person for 4 MS4s) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X
					3. Integrate Coalition staffing into individual MS4 organizational charts and staff development plans.	Goal Unmet	Coalition staffing uncertain until new hires in place, no updated org charts until then	Administrative	Hire/train Coalition Outreach Specialist NOTE: Covid19 pandemic may force change in plans (hiring) NOTE: Covid19 pandemic and meltdown of the economy may force change in plans (hiring)	3/9/2021		X
					4. Write and finalize a 'How To/Lessons Learned' guide for future Coalition staff hired to (a) create/maintain mapping data as detailed in the DRAFT MS4 Permit; (b) maintain all ArcGIS Online map layers and associated Survey123 forms; (c) review and support the Coalition SwIM Mapper; and (d) provide mapping and Survey123 derived data which guides MS4 Permit program implementation.	Goal Met	Completed before grant funded Stormwater Program Technician Assistant left the Coalition (July, 2019)	Administrative	Identify relevant training needs, suitable for Coalition wide training (ex. tablet use training, data management training, SWPPP Reviews and SwIM Layers; road salt mangement, MS4 construction inspections-forms-data management: Stormwater Regs)	3/9/2021		X

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					5. Develop with Coalition members a priority list of needed training initiatives honed to member needs and DRAFT MS4 Permit requirements. Coordinate in-house training. Possible topics: ORI field work/tablet use; MS4 Construction Site inspections/tablet use; municipal facility (low priority) assessments/tablet use; PCSMP inspections/tablet use; DVD EXCAL Visual multi-MS4 video session (Coalition office/elsewhere) . Implement one training.	Goal Met	DVD EXCAL Visual multi-MS4 video sessions organized Feb/March 2020. 12 Sessions for Field Workers-"The Stormwater Regulations and Pollution Prevention Practices" (Rain Check DVD); 8 Sessions for Officials/Management/Others "The Stormwater Regulations and Future MS4 Permi"t	Administrative	Identify taining opportunities for members, allocate training dollars for interested Coalition members, purchase training seats, as needed and funds are available	3/9/2021		X
No. 7	Part IV. Stormwater Management Program Requirements	Part IV.F	Administrative Requirements: Enforcement Response Plan & Documentation of cases	Develop system to track enforcement (1 year)								
				Develop Enforcement Response Plan (3 years)								
No. 8	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.A.	Administrative Requirements: Annual Evaluation					Administrative	Coalition prepares with members the Joint SWMP Plan update (April/May 2020 Annual Evaluation).	6/1/2020	X	X

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No. 9	Part V. Program Evaluation, Recordkeeping, Reporting and Certification	Part V.C.2	Administrative Requirements: Annual Reports					Administrative	Coalition submits Joint Annual Report by June 1, 2020 which includes individual MS4 Reports from members able to prepare a Report by June 1; others submit their individual Annual Report as soon as possible. All final documents are included and posted with the Coalition Joint Annual Report. For some MS4s office records unavailable due to Covid-19 social distancing restrictions.	6/1/2020. For some MS4s after 6/1/2020 as soon as possible (8/1/2020)	X	X
No. 10		No Part No listed	Administrative Requirements: MS4 Correspondence with the Dept									
Special Conditions						Special Conditions						
No. 11	Part III. Special Conditions	Part III.A.3	Special Conditions: Corrective actions implemented to correct a violation of Water Quality Standards									

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Mapping						Mapping								
No. 12	Part IV. Stormwater Management Program Requirements	Part IV.C.	Mapping: Map of the MS4 conveyance	Update map to show locaton of the entire small MS4 system (i.e. catch basins type of conveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)	1. Secure stable Coalition funding to support a future hire who can, in addition to other stormwater program responsibilities: (a) create/maintain mapping data as detailed in the DRAFT MS4 Permit; (b) maintain critical ArcGIS Online map layers and associated Survey123 forms; (c) review and support the Coalition SwIM Mapper; (d) provide mapping derived data which guides MS4 Permit program implementation; and (e) assist and support as needed local MS4/municipal GIS coordinators. Recruit/hire this individual as status of funding is clarified.	Goal Met	As of 1/1/2020, secure stable Coalition funding secured (County budget). As of SWMP Update (4/15/2020) Covid-19 related economic collapse may interfere with this funding commitment, to be determined	Mapping	Hire and train GIS Coordinator in Coalition storm system and program mapping completed to date; the status/cost of all exisiting mapping related technology (computers, GPS units, mapping software); purpose of Coalition support and details of relevant water regulations; GIS capacity and ananticipated needs of all Coalition members	3/9/2021		X		
					2) Purchase and maintain Coalition mapping infrastructure (computer equipment, GPS units, mapping software, staff training, printers) short term (2019/2020) for ideal Coalition staffing.	Goal Met	Mapping licenses maintained for ideal Coalition staffing (Feb, 2020 to Feb, 2021)	Mapping	Coalition GIS Coordinator meets with individual MS4s to develop a Coalition wide mapping needs plan and completion timetable; establishes priorities, and shares/explains plan with Coalition members.	3/9/2021	X	X		
								Mapping	GIS Coordinator trains members in all aspects of ArcGIS Online Survey 123-Collector tablet use (ORI, Construction Sites, Municipal Facilities inspections). Competencies identified and training success monitored.	3/9/2021	X	X		
								Mapping	Coalition GIS Coordinator and Coalition Director purchase as needed mapping related technology (computer equipment, GPS units, mapping software, staff training, printers)	3/9/2021		X		

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				Update map to show locaton of the entire small MS4 system (i.e. catch basins type of conveyance, outfalls); surface waters; impaired waters; areas of concern; post construction SMPs; municipal facilities; location of confirmed or suspected illicit discharges. (5 years or 8 years in phases from 2019 DEC powerpoint)			No Goal. Other Activities (2016-2019 WQIP Grant) Storm system-program map' completed. Features map'd-catch basins, pipes, manholes, direction of flow, location-dimensions of PCSMPs, boundaries muni facilities for self audits, historic-active reg outfalls, updated surface water-impaired water bodies, system type (combined or storm only), priority areas of concern-land use types.	Mapping				
										Mapped MS4s: Albany County; C/Cohoes; V/Green Is; T/Guilderland; V/Menands; T/New Scotland; C/Watervliet; partial City/Alb; loaded to SwIM, partial T/Beth; partial T/Col; partial UAlb.		

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MCM 1 - Public Education and Outreach							MCM 1 - Public Education and Outreach							
No. 13	Part VI. Minimum Control Measures (MCMs) A. MCM 1-Public Education and Outreach		MCM1 Public Education and Outreach: Pollutant of Concern, Geographic Areas of Concern and waterbodies of concern	Program Development and Implementation ( 1 year) .		1. Use maps and/or land cover layers on SwiM to develop educational goals for interested Coalition members.		Goal Partially Met	Land cover layers on SwiM, but educational goals not clearly developed based on the land cover layers. Training necessary.					
No. 14	Part VI. Minimum Control Measures (MCMs) A. MCM 1-Public Education and Outreach	Part VI.A.1.	MCM1 Public Education and Outreach: Defined goals of the Educational program	Develop and implement program to educated public about significant stormwater issues that are relevant to the MS4. See Part VI.A.1 for guidelines		1. Support and update Coalition website		Goal Met	Coalition scheduled for design 'refreshing'	MCM 1 Public Education	1. Support/update Coalition website	3/9/2021		X
						2. Sponsor one Center for Watershed Protection website		Goal Met	1 CWP Webcast: Nov 20, 2019 Salt and Stormwater: The Salinization of Our Watersheds	MCM 1 Public Education	2. For interested Coalition MS4s provide access to the Center for Watershed Protection member portal (archived webcasts, educational material);	3/9/2021		X
						3. Print and distribute stormwater publications for interested members		Goal Met		MCM 1 Public Education	3. If requested, print/distribute existing stormwater publications (brochure racks, clean up events, etc.)	3/9/2021		X
						4. Understand and explain to members Public Education/Outreach requirements suggested by the DRAFT MS4 Permit		Goal Unmet	Implementing DRAFT MS4 Permit requirements on hold until MS4 Permit is finalized.	MCM 1 Public Education	4. Hire Coalition Outreach Specialist who updates and/or creates educational material for targeted audience - message and effectiveness analyzed.	3/9/2021		X
						5. Discuss with members the current inventory of printed material managed by the Coalition and decide which if any publications should be printed in large quantitties, modified, or dropped from the inventory.		Goal Unmet	Coalition short staff, not a priority					

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MCM 2 - Public Participation						MCM 2 - Public Participation						
No. 15	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.1	MCM 2 Public Participation: Opportunities provided to the public for participation in the program	Identify at least one opportunity for public participation on development and implementation of SWMP. See Part VI.B.1.for types of opportunities. (6 months)	1. Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30)	Goal Met	Five WAVE events organized (Onesquethaw, Sand Creek, Vlomankill, Krumkill), two at same location, same day, different time	MCM 1 Public Participation	Organize one or more Coalition-wide WAVE Volunteer Stream Monitoring events (July 1 to Sept 30);	3/9/2021	X	X
					2. With Coalition members, identify plausible, doable public participation activities which focus on water quality directly, which could be organized spring, summer or early fall. Develop an implementation plan with members, which respects available time. Develop a budget and staffing plan to implement, include in 2020 Coalition budget.	Goal Partially Met	Staffing plan and budget for Coalliton Stormwater Outreach Specialist developed, noone hired, slight discussion of doable public participation activities, waiting for hire	MCM 1 Public Participation	Hire and train Coalition Outreach Specialist who organizes one coalition-wide public participation activity	3/9/2021	X	X
				Inform public of the opportunities (ex. update website, publish in newsletter, announcement, advertisements). (6 months)								
				Identify local Point of Contact to receive and respond to public concerns regarding stormwater management. or compliance. See Part VI.B.1.c. Name or title of this contact and telephone number must be published in public outreach and public participation materials. (6 months)								
No. 16	Part VI. Minimum Control Measures (MCMs) B. MCM 2- Public Participation	Part VI.B.2	MCM 2 Public Participation: Public input comments received on SWMP and annual report		1. Coalition staff will support the careful review and implementation of changing MS4 permit Annual Report requirements.	Goal Unmet	Implementing DRAFT MS4 Permit requirements on hold until MS4 Permit is finalized.					

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MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						MCM 3 - Illicit Discharge Detection and Elimination Part VI. C (towns, villages, cities) and Part VII.C (County, public universities)						
No. 17	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.a	MCM3 Illicit Discharge Detection & Elimination: Law, ordinance or regulatory mechanism									
No. 18	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.1.b	MCM3 Illicit Discharge Detection & Elimination: Certification of equivalency by attorney representing MS4									
No. 19	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI..C.2	MCM3 Illicit Discharge Detection & Elimination: Education materials on Illicit Discharge prevention program	Update education and outreach to address most common behaviors identified through implementation of program (1 year)								
No. 20	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.3	MCM3 Illicit Discharge Detection & Elimination: Hotline reports including name, date of report, location	Establish a hotline & system to track complaints on illicit discharges (6 months)								
No. 21	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.a	MCM3 Illicit Discharge Detection & Elimination:Priority areas based on IDDE Guidance	Part VI.C.4 Identify areas with high discharge potential using Table 14 of IDDE Guidance Manual (6 months)								
				Part VI.C.4 Identify High Priority Outfalls (3 years)								



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No. 22	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b	MCM3 Illicit Discharge Detection & Elimination: ORI Field Sheets	Part VI. C.4 Develop outfall inspection procedures (identify individuals responsible for inspections, procedures for recording information as part of outfall inspections, procedures for sampling flowing outfalls, re-inspection of outfalls) (3 years)	1. Stock ORI kits as needed, based on current MS4 Permit.	Goal Met	No restocking, adequate ORI Kit supplies	MCM 3 IDDE	Coalition Director reviews with Working Group contents of ORI kit-match kit to Svy123 ORI form-remove/add kit items	3/9/2021	X	X
					2. Price water sample costs associated with DRAFT MS4 Permit MCM3 Outfall Sampling and MCM 6 MSGP requirements.	Goal Unmet	Implementing DRAFT MS4 Permit requirements on hold until MS4 Permit is finalized.	MCM 3 IDDE	Coalition Director reviews ORI Kit resupply and water testing role of Albany County Water Purification District, revise services as needed	3/9/2021	X	X
				Part VI.C.4 Train individual(s) assigned to outfall inspections and sampling (1.5 years)	3. Discuss with Coalition members, need/value of ORI field training using tablet. Organize if interest.	Goal Partially Met	Need/value of ORI training discussed with some Coalition members, no decision or action	MCM 3 IDDE	GIS Coordinator and/or Coalition Director trains MS4s in use of tablets/ORI Svy123 forms, data access and management. All MS4s high functionins users of tablet/form technology	3/9/2021	X	X
No. 23	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.4.b.iv	MCM3 Illicit Discharge Detection & Elimination: Outfall Sampling Results	Part VI.C.4 Develop system for tracking outfall inspections and analyzing data (1.5 years)				MCM 3 IDDE	Coalition Stormwater Program Tech completes ORI inspection for 4 MS4s as needed or requested (Cohoes, W/vliet, Menands, New Scotland)	3/9/2021	X	X
No. 24	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.5	MCM3 Illicit Discharge Detection & Elimination: Track Down procedures	Part VI.C.3. Develop track down procedures (identifying individuals responsible for track down, procedures to meet Chapter 13 of IDDE Guidance, time frames to act, referral for elimination) (2 years)								

Stormwater Coalition			MS4 Permit No: NONE		Name(s) of SWMP Preparer(s): Nancy Heinzen		Evaluation Date: April 15, 2020				Other:	
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MS4Webs: BMP Detail   MCM [Text: No. ]	Part Title.	Permit Section No.	Required Record	Deliverable	Stormwater Coalition	2019/2020 Activity- Measurable Goal Met?	Comments	BMP Category	Goal	Due Date	MS4	Coalition
				Part VI.C.4. Train individual(s) assigned to track down illicit discharges (1 year)								
No. 25	Part VI. Minimum Control Measures (MCMs) C. MCM 3 - Illicit Discharge Detection & Elimination	Part VI.C.6	MCM3 Illicit Discharge Detection & Elimination: Illicit Discharge Elimination procedures	Part VI.C.6 Update procedures for elimination (identifying individuals responsible for contacting responsible party, time frames to act, escalating enforcement, confirm corrective action, tracking progress) (2 years)								
MCM 4 - Construction Site Runoff Control						MCM 4 - Construction Site Runoff Control						
No. 26	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.a	MCM 4 Construction Site Runoff Control: Law, ordinance or regulatory mechanism	Part VI.D.3 Update the local law and certify that it is equivalent to the new model law (1.5 years)								
No. 27	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.3.b	MCM 4 Construction Site Runoff Control: Certification of equivalency by attorney representing MS4									
No. 28	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.4	MCM 4 Construction Site Runoff Control: Education materials on Construction program									
No. 29	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.5	MCM 4 Construction Site Runoff Control: Construction Site Inventory	Part VI.D.5 Update construction site inventory to track new data elements (i.e. elemnts not explicitly required by GP-0-15-003) (3 years)								

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No. 30	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.6	MCM 4 Construction Site Runoff Control: Construction Site priority areas									
No. 31	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI..D.7 & VI.E.4	MCM 4 Construction Site Runoff Control: SWPPP Review forms	Part VI.D.7 Update SWPPP review procedures (utilize form for new projects) for erosion sediment control and post construction r eview (1 year)	1. Co-sponsor with ACSWCD, 1 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website; pay tuition as needed, if possible.	Goal Met	ACSWCD/Stormwater Coalition 4 hr E/SC training on 11/18/2019					
				Part VI.D.7 Train SWPPP reviewers (1.5 years)								
No. 32	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.8	MCM 4 Construction Site Runoff Control: Documentation of all Pre-Construction Inspection meetings	Part VI.D.8. Establish procedures for pre-construction inspection/meeting (6 months)								
No. 33	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.9 & VI.D.10	MCM 4 Construction Site Runoff Control: Construction Site Inspection documentation including project closeout inspection	Part VI.D.9 Update construction inspection procedures (indentify individual(s) responsible for inspections, inspection frequencies, documentation, close out, sign NOT) (1 year)	1. Discuss with Coalition members need/value of MS4 Construction Site Inspection field training using tablets w/Form. Organize if interest.	Goal Unmet						
				Part VI.D.7 Train Construction site inspectors (1.5 years)								
				Part VI.D.7 Train individuals in four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other endorsed entity (1.5 years)				MCM 4 Construction Runoff Control	Co-sponsor with ACSWCD, one (1) 4hr E/SC training for Construction Site Operators; distribute promotional material to Coalition members; post training info on Coalition website.	3/9/2021		X

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				Part VI.D.11 Update tracking system for inspections and complaints (6 months)								
No. 34	Part VI. Minimum Control Measures (MCMs) D. MCM 4 - Construction Site Runoff Control	Part VI.D.10	MCM 4 Construction Site Runoff Control: Public complaint reports including name, date of report, location...									
MCM 5 - Post Construction Stormwater Runoff						MCM 5 - Post Construction Stormwater Runoff						
No. 35	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.a	MCM 5 Post Construction Stormwater Runoff: Law, ordinance or regulatory mechanism	Part VI.E.2 Update the local law and certify that it is equivalent to the new model law (1.5 years)								
No. 36	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.2.b	MCM 5 Post Construction Stormwater Runoff: Certification of equivalency by attorney representing MS4									
No. 37	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.3	MCM 5 Post Construction Stormwater Runoff: Post-Construction SMP Inventory	Part VI.E.3 Update Post Construction SMP inventory to track all required elements (identify frequency for inspection based on the O&M manual or DEC design manual) (3 years)								

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No. 38	Part VI. Minimum Control Measures (MCMs) E. MCM 5 - Post Construction Stormwater Management	Part VI.E.5	MCM 5 Post Construction Stormwater Runoff: Post-Construction Inspection documentation	Part VI.E.5 Train individuals responsible for inspection and maintenance (1.5 years)	1. Develop pilot Survey123 PCSMP form using the NYSDEC Maintenance Guidance Stormwater Management Practices (March 31, 2017) while the Coalition Stormwater Program Technician is available	Goal Partially Met	Multiple inspecton forms created using Svy123, but not piloted or shared with potential users	MCM 5 Post Construction Stormwater Management	GIS Coordinator or Coaliton Director locates the Survey123 PCSMP forms created by the Coalition Stormwater Program Technician Assistant in 2019. Share forms with Coalition MS4s now using ArcGIS Online Survey123/Collector technology.	3/9/2021		X
MCM 6 - Municipal Operations/Good Housekeeping						MCM 6 - Municipal Operations/Good Housekeeping						
No. 39	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.1 & VI.F.4.c	MCM 6 Municipal Operations/Good Housekeeping: Written procedures/protocols or Facility Specific SWPPP for High Priority Facilities	Part VI..F.3 Develop facility specific SWPPPs for high priority facilities (3 years)								
No. 40	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.2.q	MCM 6 Municipal Operations/Good Housekeeping: Compliance documentation	Part VI.F. Assess all municipal facilities and operations for compliance with new requirements on current schedule ( 3 years)								
				Part VI..F.2 Update employee training program on proper procedures, specific control measures and documentation requirements (1.5 years)								
No. 41	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.a.	MCM 6 Municipal Operations/Good Housekeeping: Catch basin inspection and clean out plan	Part VI.F.4 Develop procedures for catch basin inspection/maintenance (identify priority areas, establish frequency, log, disposal practices, evaluation of results) (2 yeasers)								
				Part VI.F.4 Train individuals responsible for catch basin clean out (1 years)								

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				Part VI.F.4 Conduct initial inspection of all catch basins and clean out (3 years)								
No. 42	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.i.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Street Sweeping/Cleaning	Part VI.F.4 Update street/road maintenance procedures (sweep at required intervals, update BMPs fir roadway maintenance, winter maintenance and bridge maintenance) (2 years)								
No. 43	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.b.iv.	MCM 6 Municipal Operations/Good Housekeeping: Procedures for Bridge Maintenance and Repair									
No. 44	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.3.c	MCM 6 Municipal Operations/Good Housekeeping: Procedures to ensure Compliance with Construction General Permit	Part VI.F.4 Update procedures to inspect and maintain post construction SMPs (identify individuals, utilize inspection form, conduct follow up inspections, referral to higher level inspection) (2 years)								
No. 45	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.a	MCM 6 Municipal Operations/Good Housekeeping: Prioritized Inventory of municipal facilities	Part VI..F.3 Develop inventory of municipal facilities (1 year)								
No. 46	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.4.e	MCM 6 Municipal Operations/Good Housekeeping: High Priority facility assessments including Quarterly Visual monitoring and follow up actions									

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No. 47	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.5	MCM 6 Municipal Operations/Good Housekeeping: Municipal facilities with stormwater discharges associated with Industrial activity	Part VI..F.3 Develop facility specific SWPPPs for facilities not covered by MSGP or No Exposure (3 years)								
No. 48	Part VI. Minimum Control Measures (MCMs) F. MCM 6 - Pollution Prevention & Good Housekeeping	Part VI.F.6	MCM 6 Municipal Operations/Good Housekeeping: BMPs and procedures/protocols for low priority facilities	Part VI.F.3 Develop and implement facility assessments (2 years)	1. Coordinate circulation of Coalition train'g DVDs for use by Coalition members	Goal Partially Met	DVDs circulated but no trainings organized. Intead 1 DVD 'Rain Check' used for multiple sessions organized at various locations (Stormwater Training Blitz)					
					2. Monitor closely DRAFT MS4 Permit requirements regarding MCM 6 municipal facilities (High, Low, MSGP). Explain/prepare Coalition members for changes.	Goal Unmet	Implementing new, unique DRAFT MS4 Permit requirements on hold until MS4 Permit is finalized.					
					3. Develop Coalition-wide staff development/training needs assessment; identify best approach in-house/vendors/DVDs; research costs and support materials; match needs to likely DRAFT MS4 Permit requirements.	Goal Unmet	Implementing new, unique DRAFT MS4 Permit requirements on hold until MS4 Permit is finalized.					
				Part VI..F.3 Develop procedures for Low Priority Facilities (identify individual(s) responsible, identify activities occuring, identify applicable BMPs for activities conducted, assessment) (1 years)								

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Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						Enhanced Requirements for impaired Waters without and Approved TMDL - Pollutant Specific BMPs for Phosphorus (Ann Lee Shakers Pond)						
			Not itemized in Appendix A	Part VIII.A.5 & Part VII.C.5 MCM 6-Provide procedures for repair of outfall protection and bank stability to ensure repairs are completed within 30 days of discovery (1 year)								
				Part VIII.A.4 MCM 4: Prioritize construction sites as High Priority in sewersheds discharging to impaired waters (1 year)								
				Part VIII..A.1 MCM 1: Provide additional timely educational messages to spspecified audiences; add supplemental education for commercial users (2 years)								
				Part VIII..A.2 Mapping: Update map to show impaired waters/system components; areas generating POCs (i.e. hotspots); location of SMP inventory and prioritized municipal facilities (2 years)								
				Part VIII..A.5 MCM 6: Provide street sweeping monthly in sewersheds to impaired segments (2 years)								
				Part VIII.A.3 MCM 3: Prioritize outfalls to impaired waters as High Priorty and perform inspections in accordance with Schedule in Part VI.C.4 or Part VI.C.4 (whichever is applicatble) (3 years)								
				Part VIII.A.3. Provide additional illicit discharge inspections in Pollutant of Concern potential generating sites (3 years)								
				Part VIII.A.5. Provide additional time-of-year inspections of catch basins (3 years)								



**Appendix A MS4 Permit No. GP-0-15-003 Excerpts: Collaboration, SWMP Plan, and Annual Report Requirements**



NEW YORK STATE  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
SPDES GENERAL PERMIT  
FOR STORMWATER DISCHARGES

From

**MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)**

Permit No. GP-0-15-003

Issued Pursuant to Article 17, Titles 7, 8 and Article 70  
of the Environmental Conservation Law

Effective Date: May 1, 2015

Expiration Date: April 30, 2017

Modification Dates

July 15, 2015 - Correction of Table IX.C and Appendix 2 to reflect GP-0-10-002 October  
2011 Modification

January 13, 2016 - Additional reporting for covered entities in the watersheds listed in  
Part IX

Stu Fox  
Deputy Chief Permit Administrator

  
Authorized Signature

1 / 12 / 16  
Date

Address: NYS DEC  
Division of Environmental Permits  
625 Broadway, 4th Floor  
Albany, N.Y. 12233-17

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
SPDES GENERAL PERMIT FOR DISCHARGES FROM  
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)**

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SPDES General Permit for Stormwater Discharge from MS4s, GP-0-15-003

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(Part III.B.3.)

Within three years of having modified its SWMP to ensure that reduction of the POC specified in the TMDL is achieved, covered entities in future TMDL areas must assess their progress and evaluate their SWMP to determine the MS4's effectiveness in reducing their discharges of TMDL POC(s) to TMDL water bodies. This assessment shall be conducted for the portions of the *small MS4 storm sewershed* that are within the TMDL watershed. The assessment shall be done using *Department* supported modeling of pollutant loading from the *storm sewershed*.

## **Part IV. Stormwater Management Program (SWMP) Requirements**

### **A. SWMP Background**

*Covered entities must develop (for newly authorized MS4s, implement), and enforce a SWMP designed to reduce the discharge of pollutants from small MS4s to the maximum extent practicable ("MEP") in order to protect water quality and to satisfy the appropriate water quality requirements of the ECL and the CWA. The objective of the permit is for MS4s to assure achievement of the applicable water quality standards. Covered entities under GP-0-10-002 must have prepared a SWMP plan documenting modifications to their SWMP. See Part X.B. (Definitions) for more information about the SWMP and SWMP plan.*

The SWMP and SWMP plan may be created by an individual covered entity, by a shared effort through a group or coalition of individual covered entities, or by a third party entity. The SWMP plan shall be made readily available to covered entity's staff, to the public and to *Department* and EPA staff.

### **B. Cooperation Between Covered Entities Encouraged**

The *Department* encourages covered entities to cooperate when developing and implementing their SWMP<sup>2</sup>. However, each covered entity is responsible for obtaining its own permit coverage and for filing its own NOI. Irrespective of any agreements between covered entities, each individual covered entity remains legally responsible for satisfying all GP-0-15-003 requirements and for its own discharges. If one covered entity is relying on another covered entity to satisfy one or more of its permit obligations, that fact must be noted on the covered entity's MOC form. The other entity must, in fact,

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<sup>2</sup> For example, villages are encouraged to cooperate with towns, towns with counties, and adjacent counties with each other. In addition, municipal governments are encouraged to coordinate and cooperate with non-traditional MS4s such as DOT, school and fire districts, Federal and State facilities located within and adjacent to their jurisdictions. Sewer boards, water boards, or other non-traditional entities are encouraged to partner with the municipality (municipalities) that they serve.

(Part IV.B.)

*implement the MCM(s) and must agree to implement the MCM(s) on the first covered entity's behalf. This agreement between the two or more parties must be documented in writing and signed by both (all) parties. Part IV.G. below may apply if such an agreement is not already in place. The agreement must be included in the SWMP plan, and be retained by the covered entity for the duration of this SPDES general permit, including any administrative extensions of the permit term.*

*Covered entities that are working together to develop (for newly authorized MS4s) or implement their SWMPs are encouraged to complete shared annual reports. Covered entities may also hold a group meeting to present their annual reports to the public and to receive comments on their annual reports. These options are discussed in more detail in Part V.C.2.*

## C. Annual Reporting

### 1. Annual Report Submittal

The annual reporting period ends March 9 of each year. The annual report must be received in the *Department's* Central Office, electronic or hard copy, no later than June 1 of each reporting year. If electronic, submit in accordance with procedures set forth by the *Department*. If mailed, send to the address below:

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(Part V.C.1.)

NYS DEC "MS4 Coordinator"  
Bureau of Water Permits  
625 Broadway, 4<sup>th</sup> Floor  
Albany, NY 12233-3505

Failure to submit a complete annual report and a complete MCC form (Part V.D) shall constitute a permit violation.

a. **Annual Report Submittal for Newly Regulated Covered entities (Small MS4s not Previously Authorized by GP-0-10-002)**

Newly regulated covered entities *developing* their *SWMP* are to submit their Annual Report in a format provided by the *Department*. They will provide, at a minimum, the information on the annual report form and the information required by Parts VII or VIII.

Newly regulated covered entities are required to submit their first annual report the year that authorization is granted if authorization is granted on or before December 31 of that reporting year.

b. **Annual Report Submittal for Covered entities Authorized by GP-0-10-002 (Continuing Covered entities)**

Beginning with annual reports due in 2010 covered entities implementing their *SWMP* shall submit, at a minimum, information specified by the *Department* in Part VII or VIII in a format provided by the *Department*.



## 2. Shared Annual Reporting and Submittal

*Covered entities working together to develop (for newly authorized MS4s) and /or implement their SWMPs may complete a shared annual report. The shared annual report is an annual report that outlines and explains group activities, but also includes the tasks performed by individual covered entities (BMPs, measurable goals, schedules of planned activities, etc.). To facilitate the submission of one annual report for the entire group of covered entities, individual covered entity's activities may be incorporated into the report by either:*

- *providing the details specific to their small MS4(s) to a person(s) who incorporates that information into the group report. That one group report is submitted to the Department for all participating small MS4s; or*
- *providing the details specific to their small MS4(s) on a separate sheet(s) that will be attached with the one group report.*

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(Part V.C.2.)

Regardless of the method chosen, each covered entity must, by June 1 of the annual reporting year:

- a. Provide their individual MCC form (see Part V.D) to be submitted with the shared annual report. Each covered entity must sign and submit an MCC form to take responsibility for all of the information in the annual report, which includes specific endorsement or acceptance of the shared annual report on behalf of the individual covered entity;
- b. Present their draft annual report at a meeting (see Part VII.A.2.d or Part VIII.A.2.d for more information). For completed shared annual reports, the report may be presented by each participating individual covered entity at an existing municipal meeting or may be made available for comments on the internet. Additionally, covered entities participating in shared annual reporting may combine meetings to have a group or regional meeting. While the group meeting is allowable, each covered entity shall ensure that local public officials and members of the public are informed about the program, activities and progress made; and
- c. Submit a summary of any comments received and (intended) responses on the individual covered entity's information or the shared annual report information, as applicable. This information should be included with the annual report submission. Changes made to the SWMP in response to comments should be described in the annual report.

### 3. Annual Report Content

The annual report shall summarize the activities performed throughout the reporting period (March 10 to March 9) and must include at a minimum:

- a. The status of compliance with permit conditions, including Watershed Improvement Strategy conditions;
- b. An assessment/evaluation of:
  - i. the appropriateness of the identified *BMPs*;
  - ii. progress towards achieving the statutory goal of reducing the *discharge of pollutants* to the *MEP*; and
  - iii. the identified *measurable goals* for each of the *MCMs*.
- c. Results of information collected and analyzed, monitoring data, and an assessment of the *small MS4's SWMP* progress toward the statutory goal of reducing the *discharge of pollutants* to the *MEP* during the reporting period. This could include results from required *SWMP* reporting, estimates of pollutant loading (from parameters such as identified illicit discharges, physically interconnected *small MS4s* that may contribute substantially to pollutant

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loadings from the *small MS4*) and pollutant load reductions (such as illicit discharges removed). This assessment may be submitted as an attachment;

- d. When required to be completed, results of assessments of effectiveness in meeting no net increase requirements or TMDL loadings as required by III. B.1 and 2. These results must be submitted in evaluation forms and as an attachment;
- e. A summary of the stormwater activities planned to be undertaken during the next reporting cycle (including an implementation schedule);
- f. Any change in identified *BMPs* or *measurable goals* and justification for those changes;
- g. Notice that a *small MS4* is relying on another entity to satisfy some or all of its permit obligations (if applicable);
- h. A summary of the public comments received on this annual report at the public presentation required in Part VII.A.2. or VIII.A.2. And, as appropriate, how the *small MS4* will respond to comments and modify the program in response to the comments;
- i. A statement that the final report and, beginning in 2009, the *SWMP* plan are available for public review and the location where they are available; and
- j. The information specified under the reporting requirements for each *MCM* (Part VII or VIII).

## Part X. ACRONYMS AND DEFINITIONS

### A. Acronym List

BMP - Best Management Practice  
CFR - Code of Federal Regulations  
CWA - Clean Water Act  
ECL - Environmental Conservation Law  
MCC - Municipal Compliance Certification  
MCM - Minimum Control Measure  
MEP - Maximum Extent Practicable  
MS4 - Municipal Separate Storm Sewer System  
NPDES - National Pollutant Discharge Elimination System  
POC - Pollutant of Concern  
SPDES - State Pollutant Discharge Elimination System  
SWMP - Stormwater Management Program  
SWMP Plan - Stormwater Management Program Plan  
SWPPP - Stormwater Pollution Prevention Plan  
TMDL - Total Maximum Daily Load  
UA - Urbanized Area

### B. Definitions

Activities - See best management practice

Additionally Designated Areas - EPA required the Department to develop a set of criteria for designating additional MS4 areas as subject to these regulations. The following criteria have been adopted to designate additional MS4s in New York State:

Criteria 1: MS4s discharging to waters for which and EPA-approved TMDL required reduction of a pollutant associated with stormwater beyond what can be achieved with existing programs (and the area is not already covered under automatic designation as UA).

Criteria 2: MS4s contiguous to automatically designated urbanized areas (town lines) that discharge to sensitive waters classified as AA Special (fresh surface waters), AA (fresh surface waters) with filtration avoidance determination or SA (saline surface waters).

Criterion 3: Automatically designated MS4 areas are extended to Town, Village or City boundaries, but only for Town, Village or City implementation of Minimum Control Measures (4) Construction Site Stormwater Runoff Control and (5) Post Construction Stormwater Management in Development and Redevelopment. This additional designation may be waived, by written request to the Department, where the automatically designated area is a small portion of the total area of the Town, Village or City (less than 15 %) and where there is

**Stormwater Management Program** - the program implemented by the covered entity. Covered entities are required at a minimum to develop, implement and enforce a SWMP designed to address POCs and reduce the discharge of pollutants from the small MS4 to the MEP, to protect water quality, and to satisfy the appropriate water quality requirements of the ECL and Clean Water Act. The SWMP must address the MCM described in Part VIII.

The *SWMP* needs to include *measurable goals* for each of the *BMPs*. The measurable goals will help the covered entities assess the status and progress of their program. The SWMP should:

1. describe the BMP / measureable goal;
2. identify time lines / schedules and milestones for development and implementation;
3. include quantifiable goals to assess progress over time; and
4. describe how the covered entity will address POCs.

Guidance on developing SWMPs is available from the Department on its website. Examples of successful SWMPs and suggested measurable goals are also provided in EPA's Menu of BMPs available from its website. Note that this information is for guidance purposes only. An MS4 may choose to develop or implement equivalent methods equivalent to those made available by the Department and EPA to demonstrate compliance with the MCMs.

When creating the *SWMP*, the *covered entities* should assess activities already being performed that could help meet, or be modified to meet, permit requirements and be included in the *SWMP*. *Covered entities* can create their *SWMP* individually, with a group of other individual *covered entities* or a coalition of *covered entities*, or through the work of a third party entity.

**Stormwater Management Program Plan**- used by the covered entity to document developed, planned and implemented SWMP elements. The *SWMP plan* must describe how pollutants in stormwater runoff will be controlled. For previously unauthorized *small MS4s* seeking coverage, information included in the NOI should be obtained from the *SWMP plan*.

**Stormwater Management Program Plan-** used by the covered entity to document developed, planned and implemented SWMP elements. The *SWMP plan* must describe how pollutants in stormwater runoff will be controlled. For previously unauthorized *small MS4s* seeking coverage, information included in the NOI should be obtained from the *SWMP plan*.

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The *SWMP plan* is a separate document from the NOI and should not be submitted with the NOI or any annual reports unless requested.

The *SWMP plan* should include a detailed written explanation of all management practices, activities and other techniques the covered entity has developed, planned and implemented for their SWMP to address POCs and reduce pollutant discharges from their small MS4 to the MEP. The *SWMP plan* shall be revised to incorporate any new or modified BMPs or measurable goals.

*Covered entities* can create their *SWMP plan* individually, with a group of other individual *covered entities* or a coalition of *covered entities*, or through the work of a third party entity.

Documents to include are: applicable local laws, inter-municipal agreements and other legal authorities; staffing and staff development programs and organization charts; program budget; policy, procedures, and materials for each minimum measure; outfall and small MS4 system maps; stormwater management practice selection and measurable goals; operation and maintenance schedules; documentation of public outreach efforts and public comments; submitted construction site SWPPPs and review letters and construction site inspection reports.

The *SWMP plan* shall be made readily available to the covered entity's staff and to the public and regulators, such as *Department* and EPA staff. Portions of the *SWMP plan*, primarily policies and procedures, must be available to the management and staff of a *covered entity* that will be called upon to use them. For example, the technical standards and associated technical assistance documents and manuals for stormwater controls should be available to code enforcement officers, review engineers and planning boards. The local laws should be readily available to the town board and planning board. An integrated pest management program would have to be available to the parks department and the stormwater outfall and available sewer system mapping and catch basin cleaning schedule would have to be available to the department of public works.